Relational Supply (RSupply) Support Procedures User's Manual

Fourth Draft

RSupply

Introduction and Site Management

Contents:

Book 1 of 5

RELATIONAL SUPPLY SUPPORT PROCEDURES USER'S MANUAL (RS-SPUM)

GENERAL TABLE OF CONTENTS

This page has been left blank intentionally.

RELATIONAL SUPPLY SUPPORT PROCEDURES
USER'S MANUAL (RS-SPUM)

SPECIFIC TABLE OF CONTENTS

Volume III: Inventory Management

Volume IV: Logistics Management

Volume VI: Query Subsystem

Volume VII: Generic Functions

This page has been left blank intentionally.

RELATIONAL SUPPLY SUPPORT PROCEDURES USER'S MANUAL (RS-SPUM) VOLUME I: INTRODUCTION

A. OVERVIEW

1. **Subsystems.** The Relational Supply (RSupply) System groups major functions into four subsystems, each of which contains similar processes. This manual provides a separate module for each major subsystem along with a module for an introduction and a generic module that describes common processing and emerging functions. These five major subsystems are as follows:

   a. **Site.** The Site Management Subsystem contains many technical and validation tables that the Relational Supply System uses to verify the information that enters the system and to provide additional detailed information for use in various processes. This subsystem allows you to control all the information in the databases of logistics, inventory, and financial subsystems. It is extremely important that you make every effort to ensure this information is accurate and that the data on the output reports is the most current and up to date.

   b. **Inventory.** The Inventory Management Subsystem allows you to accomplish routine maintenance for inventory information within the Relational Supply System. You do this first by establishing inventory records accurately and then maintaining the information within them up to date. The Inventory Management Subsystem also allows you accomplish maintenance by executing inventory policies and then reporting the results. This subsystem includes all the automated supply procedures that are necessary for you to accomplish all the following actions:

      (1) Ensuring that the amount of stock material that is physically in the storeroom agrees with numerical data on stock records,

      (2) Verifying that the data that appears on allowance lists is accurate,

      (3) Assisting in correctly evaluating usage information in an effort to anticipate material requirements accurately,

      (4) Comparing the costs for material requests to the amount of funding that is available,

      (5) Purging storerooms of stock that is in an unserviceable condition or that no longer applies to supported units or to installed equipment,

(6) Developing sound review procedures to ensure that supply adjustments are timely and accurate.

c. **Logistics.** The Logistics Management Subsystem includes all the automated supply procedures that allow you to accomplish the following actions within the Relational Supply System:

(1) Creating MILSTRIP requisitions,

(2) Recording the receipt and storage of material,

(3) Issuing material to both supported and nonsupported customers,

(4) Processing incoming and outgoing supply status,

(5) Processing carcass-tracking inquiries and replies,

(6) Updating the information in all logistics files.

d. **Financial.**

(1) Description. The Financial Management Subsystem includes all the automated supply procedures that allow you to accomplish all the following actions within the Relational Supply System:

(a) Track various balances in the budget,

(b) Post information to financial tables,

(c) Generate different logistical reports and financial listings,

(d) Reconcile your activity's OPTAR records with those at the Fleet Financial Support Facility (FFSF).

(2) Personnel. With regard to this particular subsystem, the duties and responsibilities of financial personnel at RSupply automated activities are vitally important. (These activities include tenders, repair ships, combat stores ships, aircraft carriers, amphibious assault ships, and aviation logistics squadrons.). They must understand both operating-target (OPTAR) accounting and Navy-working-capital-fund (NWCF) accounting. Type commanders routinely issue separate OPTAR accounts for the following:

(a) Costs of regular operation and routine maintenance of activity functions,

(b) Costs of the repair of other vessels (this applies to tenders and repair ships only),

(c) Costs of flight operations (this applies to aviation activities only).

The Financial Management of Resources Operating Procedures (Operating Forces), NAVSO P-3013 provides the procedures for administering and reporting on these various OPTAR accounts. The procedures for administering and reporting on NWCF accounts are in various NAVSUP and NAVCOMPT manuals. Financial personnel must recognize that OPTAR funds are separate from the NWCF; however, they also must understand the relationship that exists between these two funds.

2. **Other Modules.**

   a. **Query.** The module for the Query Management Subsystem provides you with all the automated supply procedures that allow you to review specific stock, requisition, and transaction-ledger transactions within the Relational Supply System.

   b. **Generic.** This module provides you with all the automated supply procedures that allow you to process common functions and others that remain in development at this printing.

B. SPECIAL INSTRUCTIONS

1. **General.** This principal purposes of this manual are to promulgate information as quickly as possible, to as wide an array of people as possible, and in a form that is as easy to use as is possible. With this in mind, we have instituted certain language-usage conventions to simplify procedures, decrease the span of the learning curve, and increase the facility with which you comprehend functions and operating systems.

2. **Special Terminology.** This involves an effort to provide uniformity in the use of special terms to prevent confusion and increase comprehension. Some of these are as follows:

   a. **Select.** Whenever possible throughout this manual, we have used the term *select* to refer to the process of making a choice. Most personnel are familiar with the terms *point-and-click*, *double-click*, and others. Use the term select for those actions as well as for push or press and depress

   b. **Highlight**. Use this term instead of the longer *press and drag to highlight*.

   c. **Option.** Use this term instead of all the following; *button*, *icon*, and *tab*.

   d. **Screen.** Use this term instead of windows or boxes.

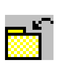
3. **Common-use Icons.** The following are the most common icons you will encounter throughout the Relational Supply System:

Allowance Parts List. Select this icon option when you wish to access the APL Query Screen.


Apply. Select this icon option when you wish to save the current record or changes to the current record to the database.

Assets. Select this icon option when you wish to access the asset subsystem (NALCOMIS only).


Change Role Menu. Select this icon option when you wish to access the Change Role Menu Screen and change the role of the user for the current process.


Close Window. Select this icon option when you wish to close the current window or screen.


Copy. Select this icon option when you wish to copy a record.

Cut. Select this icon option when you wish to cut data from a record.

Delete. Select this icon option when you wish to delete a record from the database.

Delete All. Select this icon option when you wish to set the delete indicator for a record.

Exception Data. Select this icon option when you wish to access the response screen that allow you to accept exception data.

Execute. Select this icon option when you wish to execute the current ad-hoc query.

Exit. Select this icon option when you wish to exit from the program. This icon option appears disabled when there is no exit from the current process.

Find. Select this icon option when you wish to search for a specific record.

First. Select this icon option when you wish to view the first record in a file.

Graph Chart. Select this icon when you wish to create or view a specific bar graph.

Headings. Select this icon option when you wish to select a heading for the current ad-hoc query.

Help. Select this icon option when you wish to use your cursor to point to the particular item with which you need help.

Help Topics. Select this icon option when you wish to access the online help process.

Insert. Select this icon option when you wish to insert a record to the database.

Last. Select this icon option when you wish to view the last record in a file.

List. Select this icon option when you wish to access the list process.

Local Management Code. Select this icon option when you wish to access the Local Management Screen for a particular item in stock.

New. Select this icon option when you wish to create a new record.

Next. Select this icon option when you wish to access the next record in the file.

Online Books. Select this icon option when you wish to access an online user's guide.

Open. Select this option when you wish to retrieve a record from the database.

Paste. Select this option when you wish to paste data to a record.

Pie Chart. Select this icon option when you wish to view a pie chart.

Previous. Select this icon option when you wish to view the previous record in a file.

Print. Select this icon option when you wish to print the data that appears on the screen using current default settings.

Print Report. Select this icon option when you wish to print a report.

Process Allowance List. Select this icon when you wish to access the Allowance List Screen.

Q-COSAL. Select this icon option when you wish to access the screen that shows Q-COSAL data.

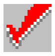
Reassign. Select this icon option when you wish to transfer requisitions from one COSAL type to another.

Reports. Select this icon option when you wish to access the reports subsystem.

Retrieve. Select this icon option when you wish to renew data for the current record.

Save Document. Select this icon option when you wish to save the current changes to the record.

Scheduler. Select this icon option when you wish to schedule a particular process.



Select All. Select this icon option when you wish to set the approve indicator for a record.

Select Categories. Select this icon option when you wish to access the Parameters Screen.

SQL Preview. Select this icon option when you wish to preview the SQL statement that is currently on file.

Statistics. Select this icon option when you wish to access the statistics process.

Stock Number Change. Select this icon option when you wish to access the screen that allows you to modify a stock number and input the revised number.

Stop Hand. Select this icon option when you wish to terminate a process.

Undo. Select this icon option when you wish to return a record to its previous state.

4. Menu Structure.

a. Site Subsystem Menu Path.

- Activity Controls
  - Own Activity
    - Activity Control Information
  - Constants
    - Allowance/Loads
    - Requisition/Offload Values
    - Demand Parameters
    - Printer Identification
    - Miscellaneous Values
  - Serial Numbers
    - Activity Serials

Activity Organization Information
Users Access
Other Activities
Support Package Serials
Technical Information
Validation Tables
Hazardous Material
Maintenance Controls
Aircraft Data
Engine Technical Data
Availability Data
Financial Controls
Appropriations
Fund Codes
Management
Site Internal
Batch Job Scheduling
Control Parameter Update
Predefined Parameters
Approval
NALCOMIS Drawdown

b. Inventory Subsystem Menu Path.

Stock Item
Maintain Stock Items
Maintain Storeroom Locations
Cross Reference Processing
Allowance Parts List Processing
Repairable Item Code Processing
Demand Reversal
COSAL Transfers
Inventory Control
Offload
Updates
Reversals
Inventory Posting
Inventory Adjustments
Stock Survey Update

Maintain Support Packages

Management

- Inventory Actions
  - Inventory Processing
  - Cancel Inventories
  - Cancel Excess Stock Dues
  - Stock Item Maintenance
  - Level Setting
  - Demand Extraction
  - Reorders
  - Offload Processing
    - Regular and DRMO
    - Material Transfers
    - Total
    - Print Offload Documents
    - Release/Cancel
  - IBS Print BarCode Labels
  - Force Inventory Drawdowns
  - Support Package Processing
  - Support Package Incoming
- Inventory Reports
  - COSAL/AVCAL Percentage
  - Gains/Losses/Surveys
  - Location Audits
  - Master Stock Status
  - QA Percentage by NIIN
  - QA Random Location
  - SAMMA/SAL
  - SEAMART/PEB Review
  - SEAMART/PEB Catalog
  - Stock Status Locator
  - Support Package Reports

Continued on next page

c. **Logistics Subsystem Menu Path.**

- Material Requirements
  - Internal Requests
  - External Requests
  - SEAMART Requests
  - Rescreen
- Issuing
  - Storeroom Issues
  - SEAMART Issues
  - Reversals
- Initiate Requisitions
- Status
  - Supply
  - Carcass
  - Reversals
- Release Outgoing Transactions
  - Requisitions
  - Status
  - Carcass Responses
  - Support Packages
- Receipts
  - In Process
  - Receipt Processing
  - Stock Control
  - Reversals
- Material Turn-ins
- Material Expenditures
- Carcass Tracking
- Print Duplicate Documents
- Suspense
- NALCOMIS Re-Transmittals
- Management
  - Logistics Actions
    - Requisition Modifiers
    - Requisition Follow-ups
    - Group Cancellation Requests

Continued on next page

Logistics Reports

Expenditure Log

Requisition Monitoring

Issue Listing

Receipts Listing

Master Stock Status Location Listing

Suspense Listing

Delayed Receipt Listing

Carcass Reports

Expenditure Log

Requisition Monitoring

Issues Listing

Receipts Listing

Master Stock Status Locator Listing

Suspense Listing

Delayed Receipt Listing

Carcass Reports

d. Financial Subsystem Menu Path.

Grants Management

Budgets Management

Reconciliations

Management

Financial Actions

Trial Financial Update

Live Financial Update

Inventory Value

Supply Effectiveness

e. Query Subsystem Menu Path.

Stock

Stock Items

Limited Stock Items

Part Numbers

Substitutes

Deleted/Superseded NIINs

Stock/DTO Dues

Demand

Allowance Parts List Numbers
Repairable Item Codes
Support Packages
Family Group
Requisitions
Stock/DTO Requisitions
Repairables
Transaction Ledgers
Material
MVO Requisitions
Financial

f. File Menu Path.

Utilities
Ad hoc Query
Normal
Expert
File Transfer
Batch File Transfer
MFCS Build Transfer File
Batch Review

g. Custom Menu Path.

Setup Custom Menu

h. Help.

A. INTRODUCTION

1. **Description**. The Site Management Subsystem of the Relational Supply System contains many technical and validation tables that the system uses to verify input information and provide additional detailed information. It allows you to control all the information in the logistics, inventory, and financial subsystems. It is extremely important that you make sure this information is accurate and that the reports are up to date.

2. **To Access the Site Subsystem.** The step-by-step procedures for this process are as follows:

   a. **Step 1.** On the IT21 Unclassified Workstation Screen, select the NTCSS II Option.

   b. **Step 2.** On the NTCSS II Desktop Screen, select the RSupply Option that appears at the bottom of the screen.

   c. **Step 3.** On the RSupply Screen, select the RSupply Option. The Relational Supply Screen will appear.

   d. **Step 4.** On the Relational Supply Main Menu, select the Site Option. The Site Submenu provides the following options:

      (1) Activity Controls,

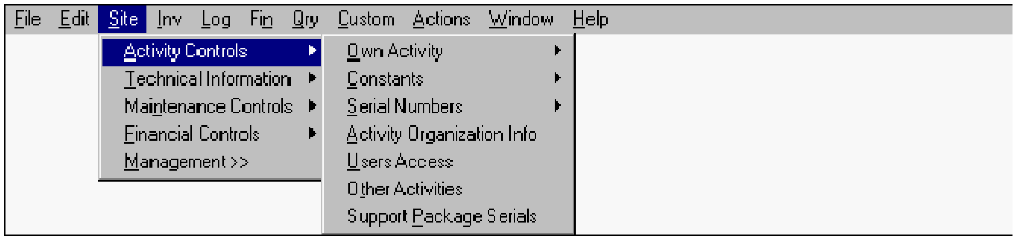
      (2) Technical Information,

      (3) Maintenance Controls,

      (4) Financial Controls,

      (5) Management.

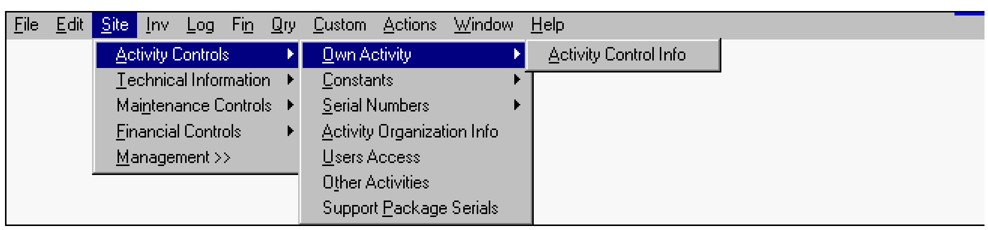
B. ACTIVITY CONTROLS OPTION



site002.bmp

1. **General.** This option provides you with the capability to access and modify information about your own site, serial numbers, user access, fund codes, default values, and maintenance data. The Activity Controls Submenu allows you to access the following options:

   a. Own Activity,
   b. Constants,
   c. Serial Numbers,
   d. Activity Organization Information (Info),
   e. Users' Access,
   f. Other Activities,
   g. Support Package Serials.



site003.bmp

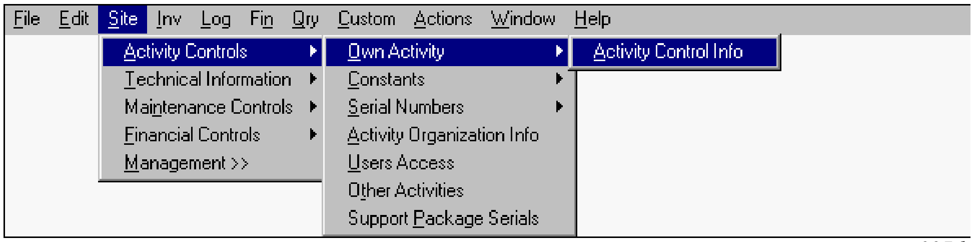
2. **Own Activity Option.**

   a. **General.** The Own Activity Submenu provides you with the capability to modify information for your own activity that the system provides automatically in certain functions and uses to validate data entries during processing. This option allows you to access only one option: Activity Control Information (Info).

   b. **To Access the Own Activity Option.** The step-by-step procedures for this process are as follows:

      (1) **Step 1.** On the Site Submenu, select the Activity Controls Option.

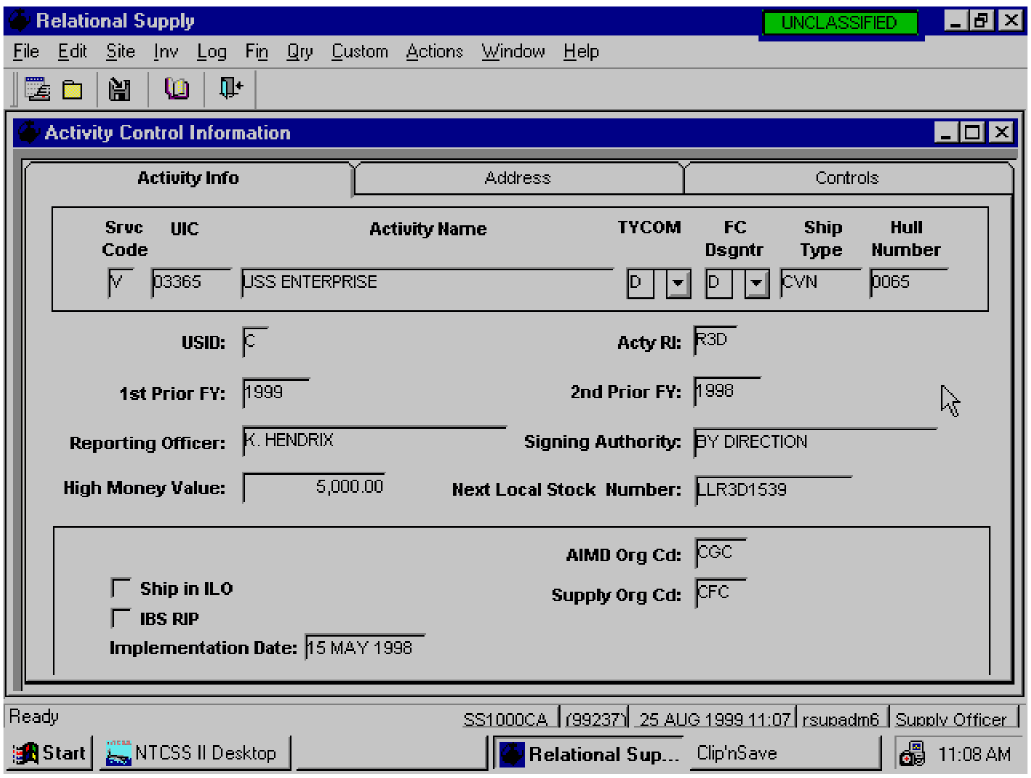
      (2) **Step 2.** On the Activity Controls Submenu, select the Own Activity Option.



site027.bmp

c. **To Modify Activity Data.** The step-by-step procedures for this process are as follows:

(1) **Step 1.** On the Own Activity Submenu, select the Activity Control Info Option.



siteb001.pcx

(2) **Step 2.** On the Activity Control Information Screen, ensure the Activity Info Option (tab) appears enabled or select it to begin processing.

(3) **Step 3.** Enter data to the following mandatory data fields or type over the data already there:

(a) Service designator and UIC,

(b) Activity name,

(c) TYCOM,

(d) Fund code designator,

(e) Ship type and hull number,

(f) Activity RI,

(g) 1st and 2nd prior fiscal years,

(h) Reporting officer and signing authority,

(i) High money value.

(4) Step 4. Enter data to the following data fields or type over the data already there:

(a) AIMD Organization Code,

(b) Supply Organization Code.

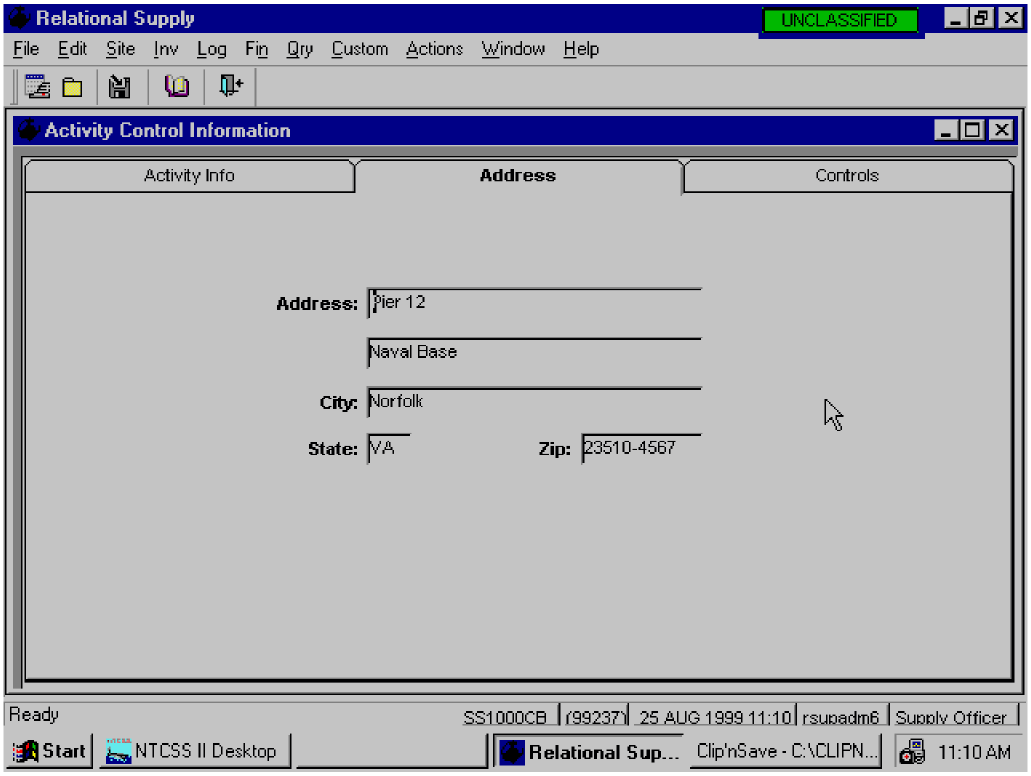
(5) Step 5. Select from the following options as appropriate:

(a) Ship in ILO Option. Select this option if your ship is undergoing an integrated-logistics-overhaul (ILO) process.

(b) IBS RIP Option.

NOTE: Does not apply to USID M activities.

(6) Step 6. Select the correct implementation date as well.



siteb002.pcx

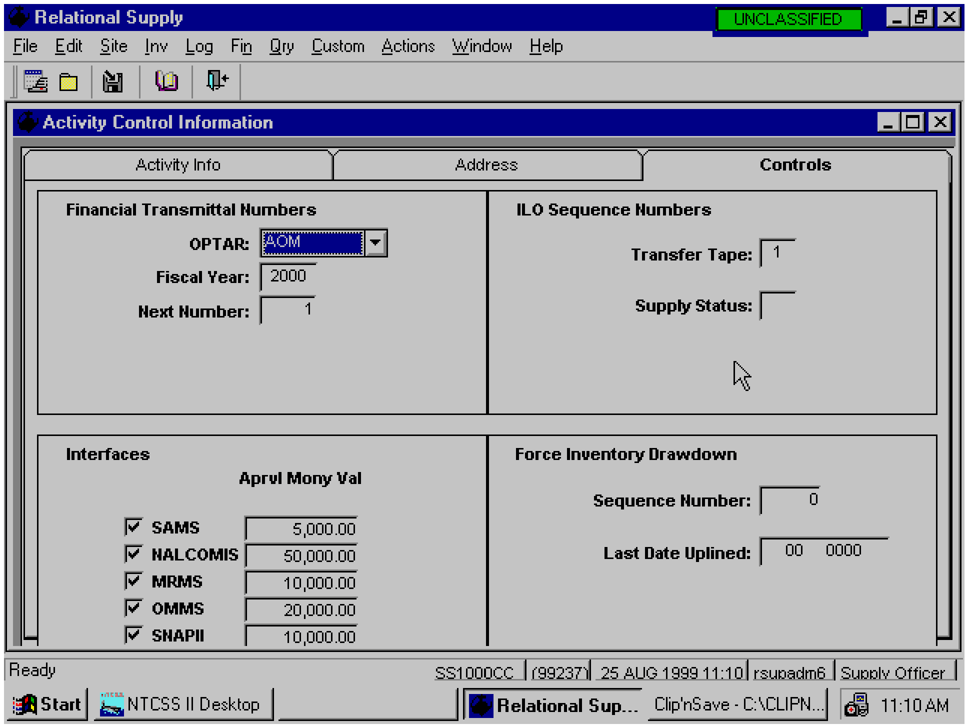
d. To Modify Address Data. The step-by-step procedures for this process are as follows:

(1) Step 1. On the Own Activity Submenu, select the Activity Control Info Option.

(2) Step 2. On the Activity Control Information Screen, ensure the Address Option (tab) appears enabled or select it to begin processing.

(3) Step 3. Enter data to the following mandatory data fields or type over the data already there:

(a) Address,
(b) City and state,
(c) Zip code.



siteb003.pcx

e. To Modify Control Data. The step-by-step procedures for this process are as follows:

(1) Step 1. On the Own Activity Submenu, select the Activity Control Info Option.

(2) Step 2. On the Activity Control Information Screen, ensure the Controls Option (tab) appears enabled or select it to begin processing.

(3) Step 3. Enter data to the following mandatory data fields or type over the data already there:

(a) Financial Transmittal Numbers. This group box allows you to select the appropriate OPTAR (see below), fiscal year, and the next transmittal number:

[1] AOM,

[2] Flight operations,

[3] Reimbursables,

[4] S&E.

(b) ILO Sequence Numbers. This group box allows you to select the transfer tape and supply status. (This applies to USID C activities only - not to USID M.)

(c) **Interfaces.** This group box allows you to select the following;

[1] **SAMS.** Select this option for a direct interface with the Shipboard Automated Medical System (SAMS).

[2] **NALCOMIS.** Select this option for a direct interface with the Naval Aviation Logistics Command Management Information System (NALCOMIS).

[3] **MRMS.** Select this option for a direct interface with Maintenance Resource Management System (MRMS).

[4] **OMMS.** Select this option for a direct interface with the Organizational Maintenance Management System (OMMS).

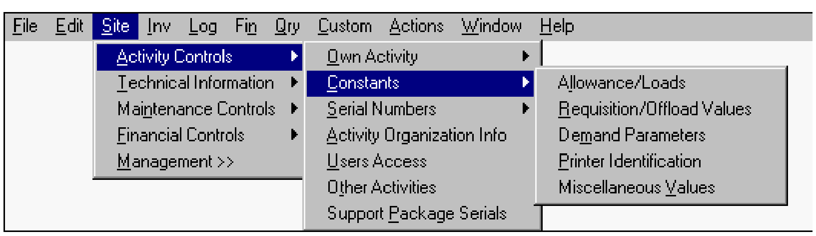
[5] **SNAP II.** Select this option for a in direct interface with the Organizational Maintenance Management System (OMMS).

(d) **Force Inventory Draw Down.** This group box allows you to select the sequence number and the last date uplined.

f. **To Complete Processing.** The step-by-step procedures for this process are as follows:

(1) **Step 1.** Select the Apply Option from the Icon Menu Bar to finalize this process.

(2) **Step 2.** Select the Close Screen Option to exit from this process.

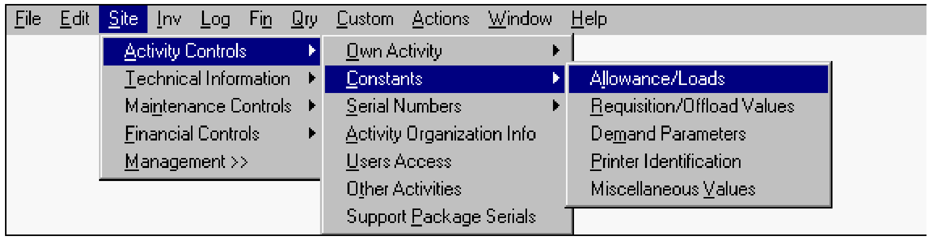


site008.pcx

3. Constants Option.

a. **General.** The Constants Submenu provides you with the capability to modify allowance and load data, requisition and offload defaults, and demand and allowance parameters. You also can configure and designate printers for different processes. This option allows you to access the following options:

(1) Allowance/Loads,
(2) Requisition/Offload Values,
(3) Demand Parameters,
(4) Printer Identification,
(5) Miscellaneous Values.



site021.bmp

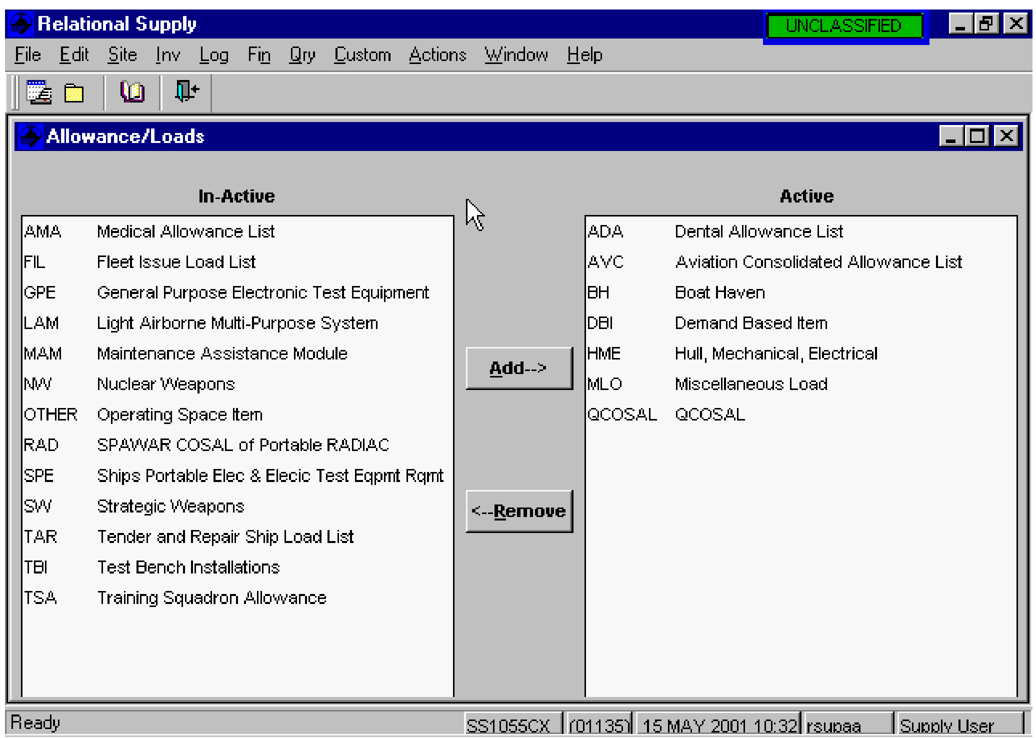
b. **Allowance/Loads Option.** This option allows you to select the allowance and load values that you want to modify or set. The system automatically selects HME and DBI allowances. Eventually, you will be able to select all allowances for modification.

(1) **To Access the Allowance/Loads Option.** The step-by-step procedures for this process are as follows:

(a) **Step 1.** On the Site Submenu, select the Activity Controls Option.

(b) **Step 2.** On the Activity Controls Submenu, select the Constants Option.

(c) **Step 3.** On the Constants Submenu, select the Allowance/Loads Option.



RSpSit01.pcx

(2) **To Select Allowances for Management.** The step-by-step procedures for this process are as follows:

(a) **Step 1.** On the Allowance/Loads Screen, ***review*** the allowances that are in the Active List.

(b) **Step 2.** If you wish add an allowance to the active list, ***highligh***t it in the Inactive List and then select the ***Add*** Option.

(c) **Step 3.** If you wish to delete an allowance from the Active List, ***highlight*** it and then select the ***Delete*** Option.

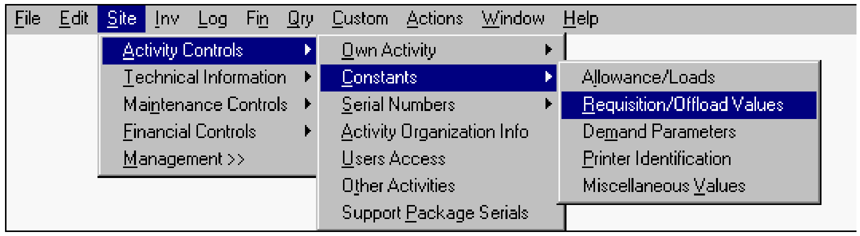
(d) **Step 4.** Once you have the appropriate allowances within the Active List, select the ***Apply*** Option from the Icon Menu Bar to finalize this process.

(e) **Step 5.** Select the ***Close Screen*** Option to exit from this process.

(3) Allowances Table.

Code	Acronym	Description
ADA	ADAL	Dental Allowance List
AMA	AMAL	Medical Allowance List
AVC	AVCAL	Aviation Consolidated Allowance List
BH	Boat Haven	NavICP-M Boat Load List
DBI	DBI	Demand-based Item
FIL	FILL	Fleet Issue Load List, which includes FILL, FFV, Hull, and Ship's Store.
GPE	GPETE	General Purpose Electronic Test Equipment
HME	HMEO&E	Hull, Mechanical, Electrical, Ordnance, and Electronic COSAL
LAM	LAMPS	Light Airborne Multipurpose System
MAM	MAM	Maintenance Assistance Modules
MLO	MLOAD	Miscellaneous Load
NW	NUWEPS	Nuclear Weapons COSAL
OSI	OSI	Operating Space Item
Q	Q-COSAL	Reactor Plant COSAL
RAD	RADIAC	SpaWar COSAL of Portable RADIAC
SPE	SPETERL	Ship's Portable Electrical and Electronic Test Equipment Requirements List
SW	SW	Strategic Weapons
TAR	TARSLL	Tender and Repair Ships' Load List
TBI	TBI	Test Bench Installation
TSA	TSA	Training Squadron Allowance

tbl2_1



site022.bmp

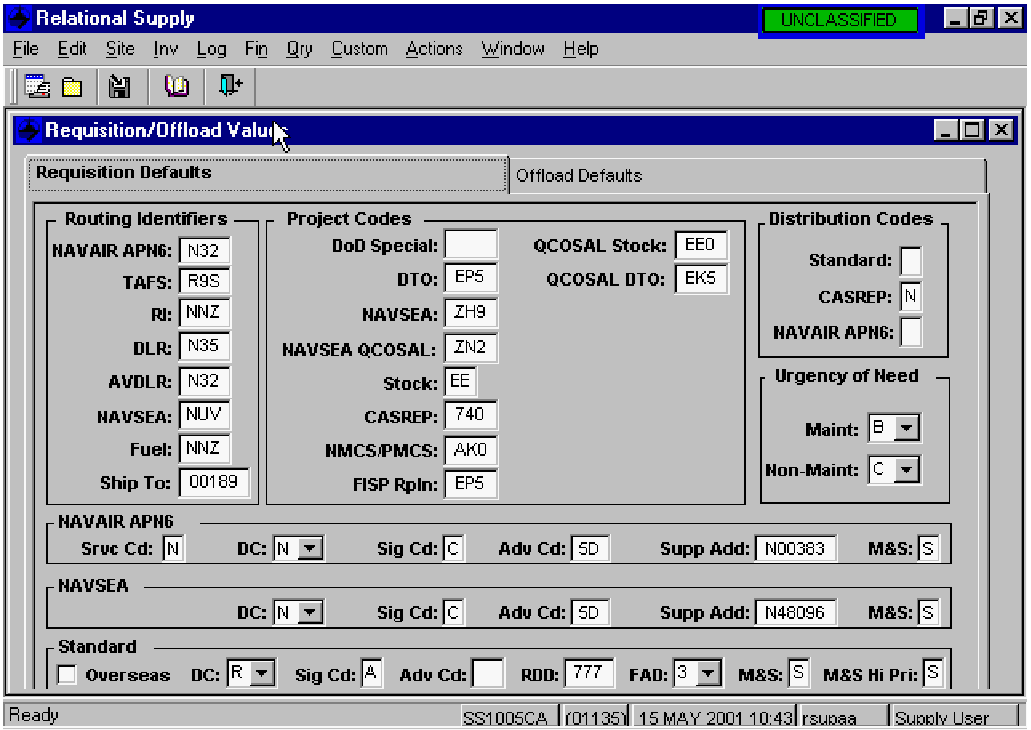
c. **Requisition/Offload Values Option.** This option allows you to modify or set requisition and offload values. The Supply Officer may update initial field values for requisition and offload processing. The system will preset values in various data fields for use in preparing outgoing requisitions and offload-processing transactions.

(1) **To Access the Requisition/Offload Values Option.** The step-by-step procedures for this process are as follows:

(a) **Step 1.** On the Site Submenu, select the Activity Controls Option.

(b) **Step 2.** On the Activity Controls Submenu, select the Constants Option.

(c) **Step 3.** On the Constants Submenu, select the Requisition/ Offload Values Option.



RSpSit02.pcx

(2) To Modify Requisition Default Data. The step-by-step procedures for this process are as follows:

NOTE: The values that appear on the screen are the current default settings.

(a) Step 1. On the Requisition/Offload Values Screen, ensure the Requisition Defaults Option appears enabled or select it to begin processing.

(b) Step 2. Press the Tab Key until the cursor highlights any of the following data blocks and type in new data as necessary:

[1] Routing Identifiers. This group box contains all the routing identifiers that the system uses on MILSTRIP documents when you order specific material types.

[2] Project Codes. This group box contains all the project codes that the system uses during material replenishment and when processing shipment and inventory losses.

[3] Distribution Codes. This group box contains the distribution codes that the system uses, in conjunction with the service designator, to indicate the activity or service point that will receive additional supply status on a requisition.

[4] Urgency of Need. This group box contains all the priorities that the system uses on outgoing requisitions for both maintenance and nonmaintenance-related material.

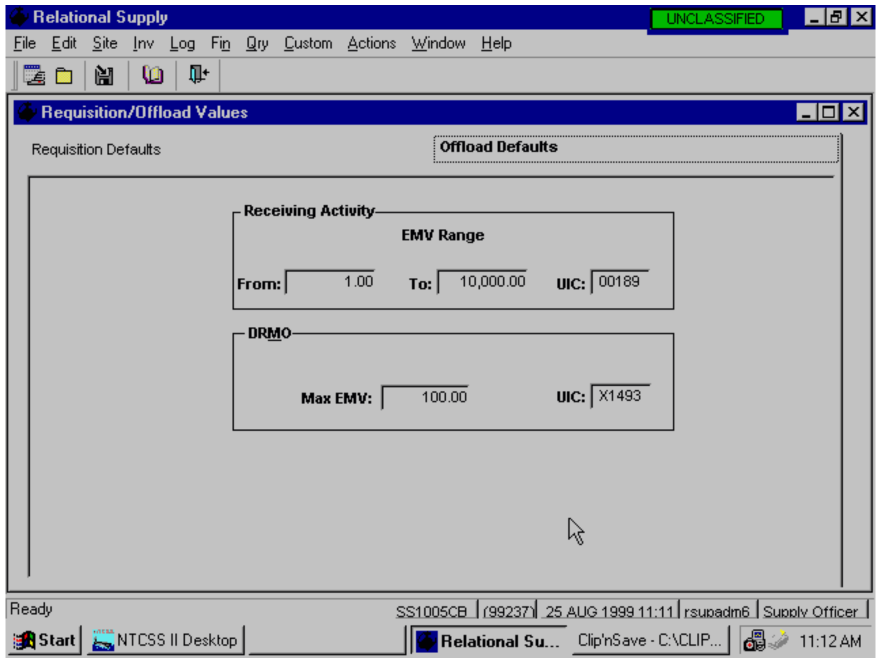
[5] NAVAIR APN6. This group box shows all the attributes that the system uses on NAVAIR requisitions.

[6] **NAVSEA.** This group box contains all the attributes that the system uses on NAVSEA requisitions.

[7] **Standard.** This group box shows contains all the attributes that the system uses on standard requisitions.

(c) **Step 3.** Select the Apply Option from the Icon Menu Bar to finalize this process.

(d) **Step 4.** Select the Close Screen Option to exit from this process.



siteb009.pcx

(3) **To Modify Offload Default Data.** The step-by-step procedures for this process are as follows:

(a) **Step 1.** On the Requisition/Offload Values Screen, ensure the Offload Defaults Option appears enabled or select it to begin processing.

(b) **Step 2.** Press the Tab Key until the cursor highlights any of the following data blocks and type in new data as necessary;

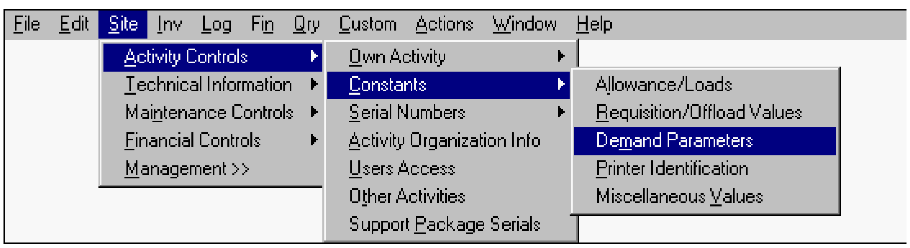
[1] **Receiving Activity.** This group box contains the UIC of the activity receiving the discarded material. It contains as well the beginning and ending values of the extended money value range of the material. Material that you offload cannot exceed this dollar amount.

[2] **DRMO.** This group box shows the UIC of the DRMO activity and the maximum EMV of material for each NIIN being discarded. (This does not apply to USID M activities.)

(c) **Step 3.** Select the Apply Option from the Icon Menu Bar to finalize this process.

(d) **Step 4.** Select the Close Screen Option to exit from this process.

d. **Demand Parameters Option.** This option allows you to modify or set *basic* parameters for demand processing. This process computes an average monthly demand (AMD) based on recorded demand-and-frequency information and sets the requisitioning objective (RO) and reorder point (RP). This option also allows you to set *allowance* parameters (computation factors) for demand processing. These control the order-and-shipping time (OST) level for the RO of a non-DBI. This value represents the authorized value of the OST level in terms of months and tenths of months of demand.



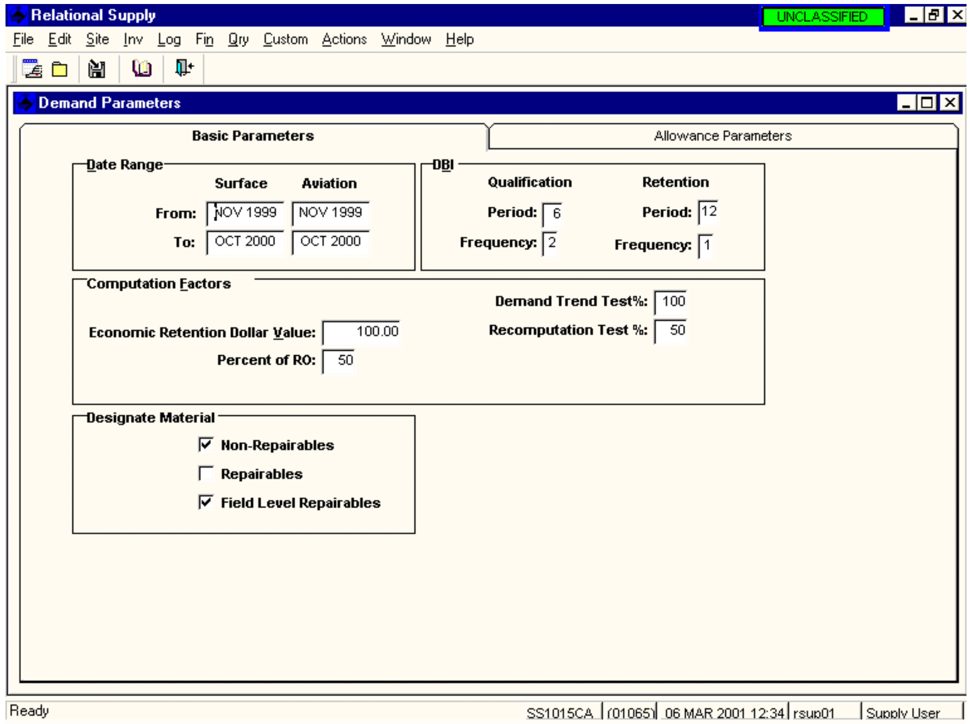
site023.bmp

(1) **To Access the Demand Parameters Option.** The step-by-step procedures for this process are as follows:

(a) **Step 1.** On the Site Submenu, select the Activity Controls Option.

(b) **Step 2.** On the Activity Controls Submenu, select the Constants Option.

(c) **Step 3.** On the Constants Submenu, select the Demand Parameters Option.



siteb010.pcx

NOTE: The values that appear on the screen are the current default settings.

(2) To Modify Basic Parameters. The step-by-step procedures for this process are as follows:

(a) Step 1. On the Demand Parameters Screen, ensure the Basic Parameters Option (tab) appears enabled or select it to begin processing.

(b) Step 2. Press the Tab Key (or use the mouse) to highlight any of the following data blocks and type in new data as necessary;

[1] Date Range. This group box allows you to set the base period from which the system selects demand information to compute the AMD. The period you select may vary from 1 to 24 months. Enter a starting month and year in the From Data Block and an ending month and year in the To Data Block.

[2] DBI. This group box allows you to set length-of-period and frequency parameters for both qualification and retention of demand based items.

[a] Qualification.

{1} Period. This is the number of months that you wish the system to consider when determining whether an item qualifies as demand based.

{2} **Frequency.** This is the number of requests that an item must have within the base period to qualify as demand based.

[b] **Retention.**

{1} **Period.** This is the number of months that you wish the system to consider when determining whether material you identified as DBI qualifies for retention.

{2} **Frequency.** This is the number of requests that material you identified as DBI must have within the base period to qualify for retention.

[3] **Computation Factors.** This group box allows you to set parameters for use in batch level processing.

[a] **Economic Retention Dollar Value.** This is the whole dollar value that you wish the system to use when determining whether an item of excess stock qualifies for retention.

[b] **Percent of RO.** This is the value of a formula involving AMD, UP, and OLM known as OL, which the system adds to the RP to obtain an RO.

[c] **Demand Trend Test %.** This is the percentage the system uses to calculate a constructed history of demand.

[d] **Recomputation Test %.** This value should reflect TYCOM/Levels directives. The system uses it to subject DBI items to a test that determines whether to recompute current stock levels. This test will prevent massive adjustments in RO values that result from insignificant changes in AMD.

[4] **Designate Material.** This group box allows you to determine the categories of material that require inclusion in a levels process. It also determines whether it is necessary to complete a trial process before the actual levels process, which will update RSupply tables.

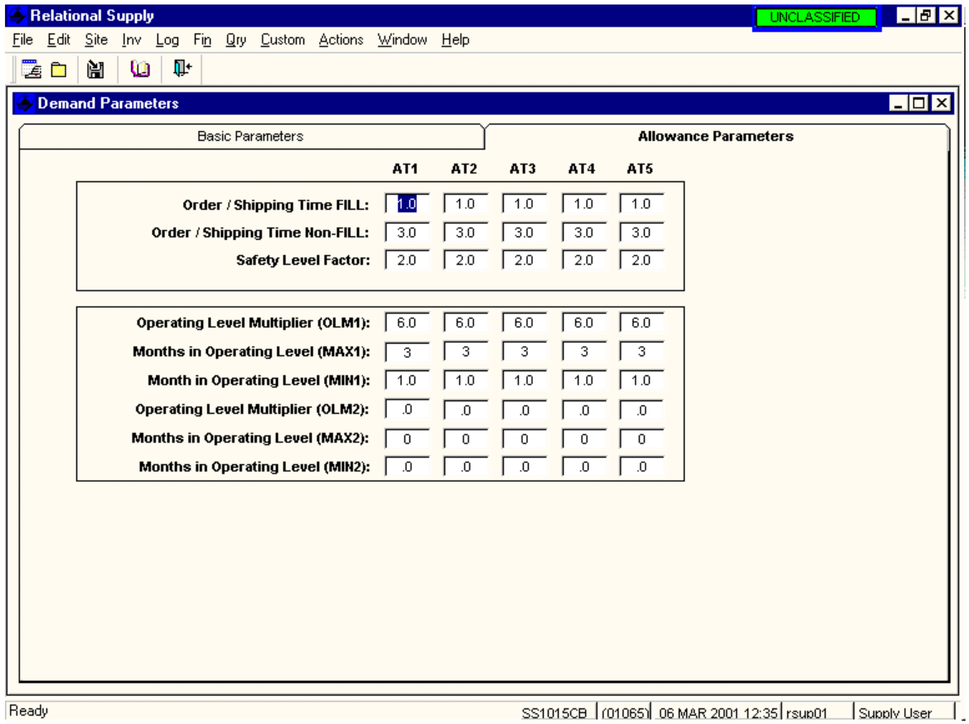
[a] **Nonrepairables.** Select this option to include consumable material in levels processing.

[b] **Repairables.** Select this option to include repairable material in levels processing.

[c] **Field Level Repairables.** Select this option to include FLR material in levels processing.

(c) **Step 3.** Select the Apply Option from the Icon Menu Bar to finalize this process.

(d) **Step 4.** Select the Close Screen Option to exit from this process.



siteb915.pcx

(3) **To Modify Allowance Parameters.** The step-by-step procedures for this process are as follows:

(a) **Step 1.** On the Demand Parameters Screen, ensure the Allowance Parameters Option (tab) appears enabled or select it to begin processing.

NOTE: The values that appear on the screen are the current default settings.

(b) **Step 2.** Press the Tab Key (or use the mouse) to highlight any of the following data blocks and type in new data if necessary;

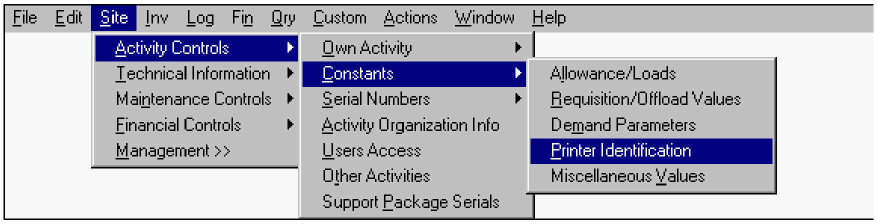
[1] Computation Factors for Levels Setting,

[2] Order and Shipping Time.

(c) **Step 3.** Select the Apply Option from the Icon Menu Bar to finalize this process.

(d) **Step 4.** Select the Close Screen Option to exit from this process.

e. **Printer Identification Option.** This option allows you to relate printer identification names to printer and location codes. It also allows you to set the print configuration based on the priority of the material request or the primary location of the NIIN on the material request.



site024.bmp

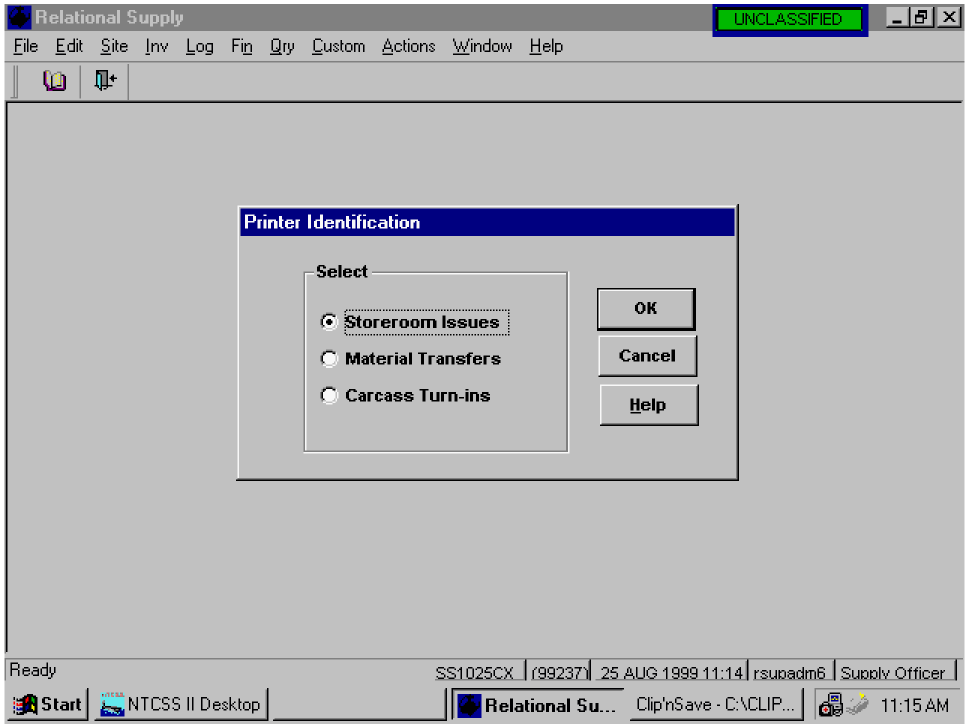
(1) **To Access the Printer Identification Option.** The step-by-step procedures for this process are as follows:

(a) **Step 1.** On the Site Submenu, select the Activity Controls Option.

(b) **Step 2.** On the Activity Controls Submenu, select the Constants Option.

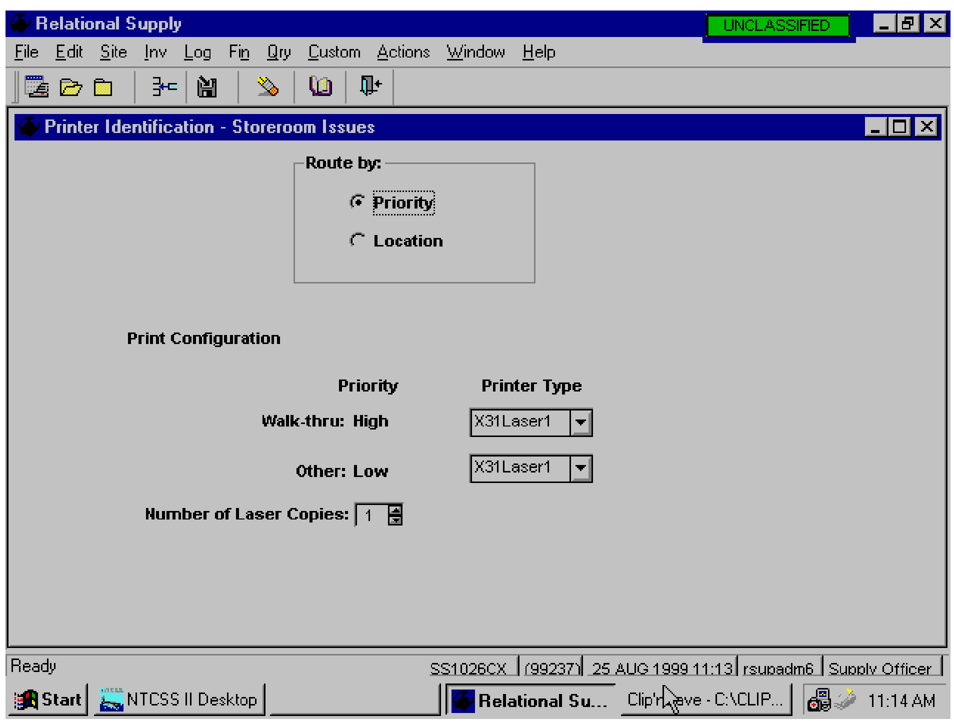
(c) **Step 3.** On the Constants Submenu, select the Printer Identification Option.

(2) **To Set Printer Configuration.** The step-by-step procedures for this process are as follows:



siteb018.pcx & RSpSit03.pcx

(a) Step 1. On the Printer Identification Screen, select the Storeroom Issues Option and then select the OK Option to continue.



siteb013.pcx

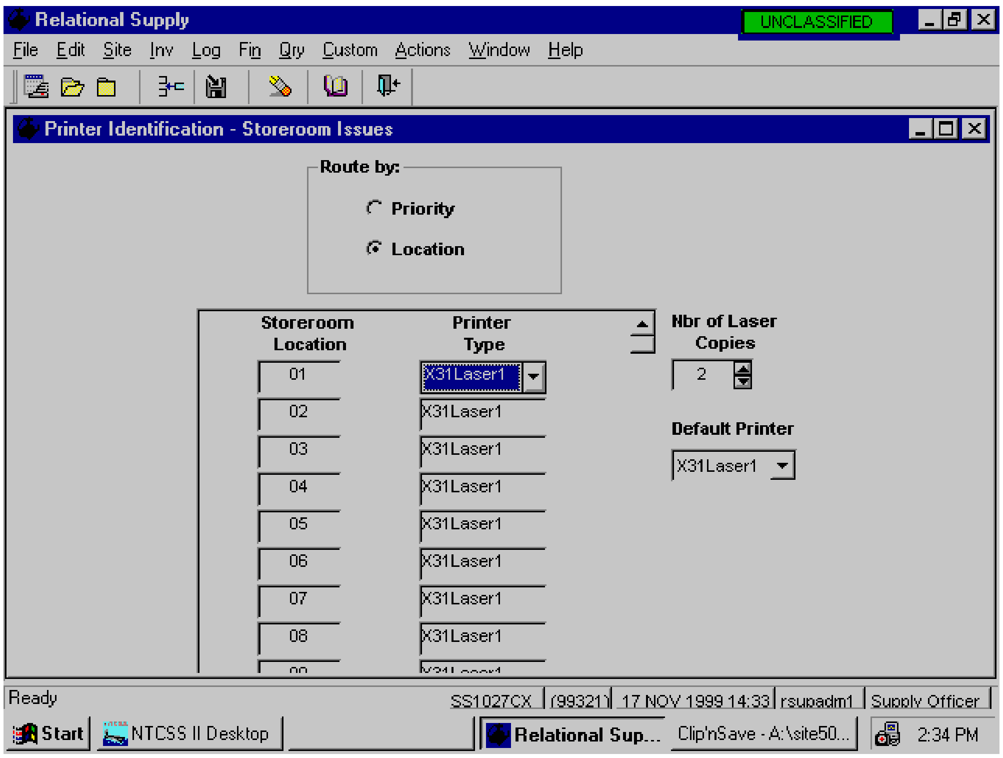
(b) Step 2. On the Printer Identification – Storeroom Issues Screen, select the Priority Option from the Route By Group Box.

(c) **Step 3.** From the Priority Screen, select a printer for high-priority jobs and another for low-priority jobs.

(d) **Step 4.** Select the number of laser copies that you wish to print.

(e) **Step 5.** Select the Apply Option from the Icon Menu Bar to finalize this process.

(f) **Step 6.** Select the New Request Option to process another record or the Close Screen Option to exit from this process.



site5004.bmp

(3) **To Set a Storeroom Location and Printer Type.** The step-by-step procedures for this process are as follows:

(a) **Step 1.** On the Printer Identification Screen, select the Storeroom Issues Option and then select the OK Option to continue.

(b) **Step 2.** On the Printer Identification – Storeroom Issues Screen, select the Location Option from the Route By Group Box.

(c) **Step 3.** From the Location Screen, select a two-position location for the printer from the Storeroom Location Group Box.

(d) **Step 4.** Select a printer from the Printer Type Group Box.

(e) **Step 5.** Select the number of laser copies that you wish to print.

NOTE: This means the first two positions that all locations in the storeroom or warehouse have in common.

(f) **Step 6.** Select the Apply Option from the Icon Menu Bar to finalize this process.

(g) **Step 7.** Select the New Request Option to process another record or the Close Screen Option to exit from this process.

(4) **To Add a Storeroom Location.** The step-by-step procedures for this process are as follows:

(a) **Step 1.** On the Printer Identification Screen, select the Storeroom Issues Option and then select the OK Option to continue.

(b) **Step 2.** From the Printer Identification - Storeroom Issues Screen, select the Insert Option from the Icon Menu Bar.

(c) **Step 3.** Enter the storeroom location that you wish to add and the printer type. Ensure you establish a row for each storeroom.

(d) **Step 4.** Select the Apply Option from the Icon Menu Bar to finalize this process.

(e) **Step 5.** Select the New Request Option to process another record or the Close Screen Option to exit from this process.

(5) **To Delete a Storeroom Location.** The step-by-step procedures for this process are as follows:

(a) **Step 1.** On the Printer Identification Screen, select the Storeroom Issues Option and then select the OK Option to continue.

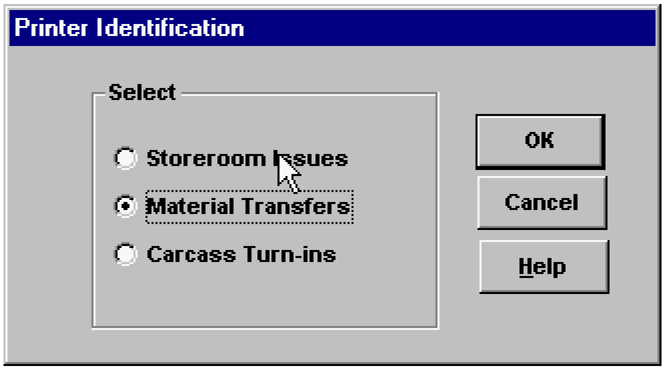
(b) **Step 2.** Select the row containing the location that you wish to delete.

(c) **Step 3.** Select the Delete Option from the Icon Menu Bar.

(d) **Step 4.** Select the Yes Option within the dialog box that appears on the screen with the “Are you sure you want to delete?” message.

(e) **Step 5.** Select the Apply Option from the Icon Menu Bar to finalize this process.

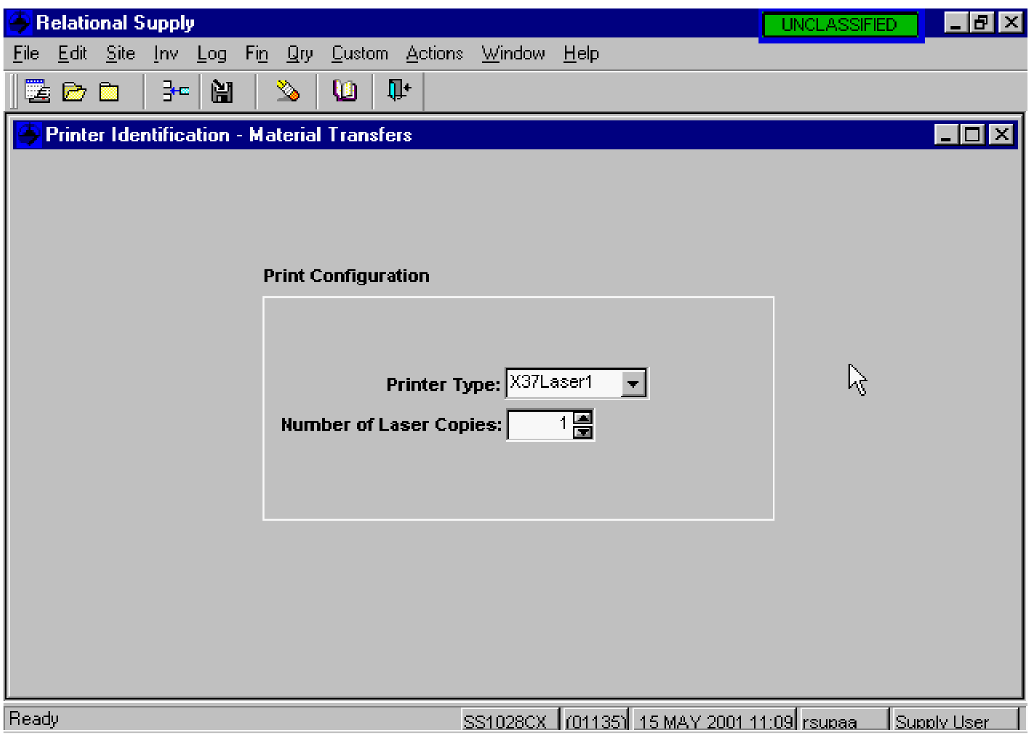
(f) **Step 6.** Select the New Request Option to process another record or the Close Screen Option to exit from this process.



RSpSit04.pcx

(6) **To Designate a Printer for Material Transfers.** The step-by-step procedures for this process are as follows:

(a) **Step 1.** On the Printer Identification Screen, select the Material Transfers Option and then select the OK Option to continue.



RSpSit05.pcx

(b) **Step 2.** On the Printer Identification – Material Transfers Screen, select a printer from the Printer Type Group Box.

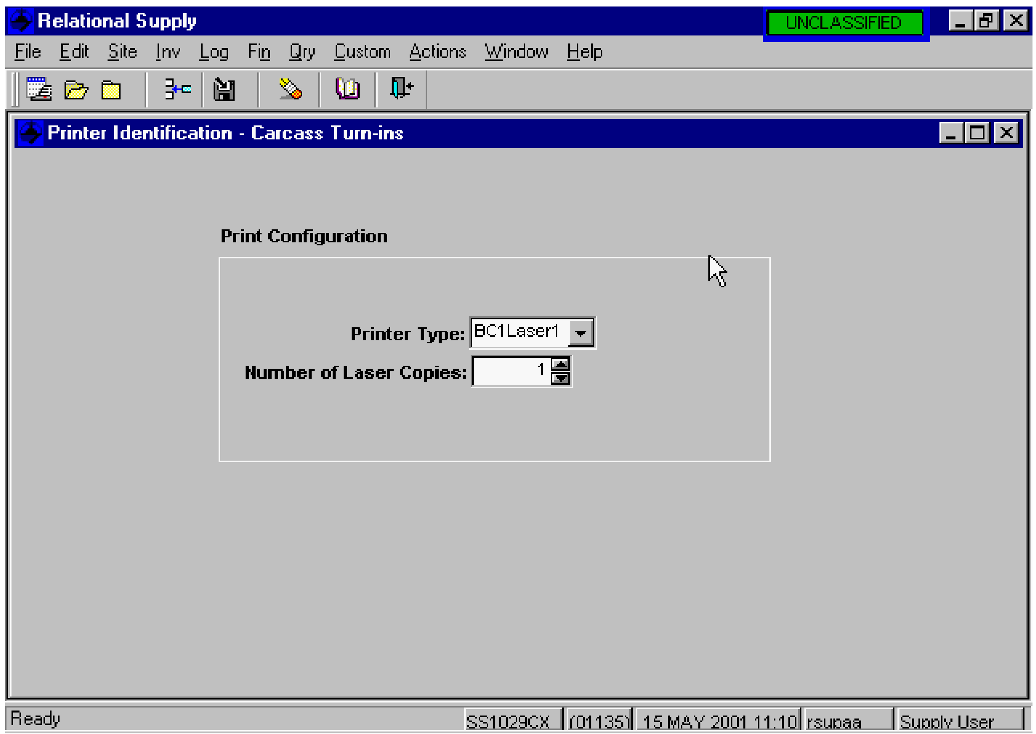
(c) **Step 3.** Select the number of laser copies that you wish to print.

(d) **Step 4.** Select the Apply Option from the Icon Menu Bar to finalize this process.

(e) **Step 5.** Select the New Request Option to process another record or the Close Screen Option to exit from this process.

(7) To Designate a Printer for Turning in Carcass Material. The step-by-step procedures for this process are as follows:

(a) **Step 1.** On the Printer Identification Screen, select the Carcass Turn-ins Option and then select the OK Option to continue.



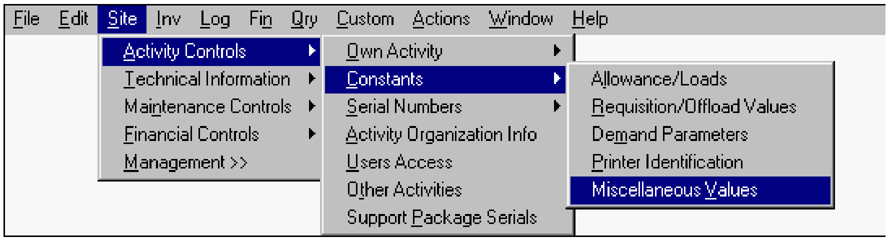
RSpSit06.pcx

(b) **Step 2.** On the Printer Identification – Carcass Turn-ins Screen, select a printer from the Printer Type Group Box.

(c) **Step 3.** Select the number of laser copies that you wish to print.

(d) **Step 4.** Select the Apply Option from the Icon Menu Bar to finalize this process.

(e) **Step 5.** Select the Close Screen Option to exit from this process.



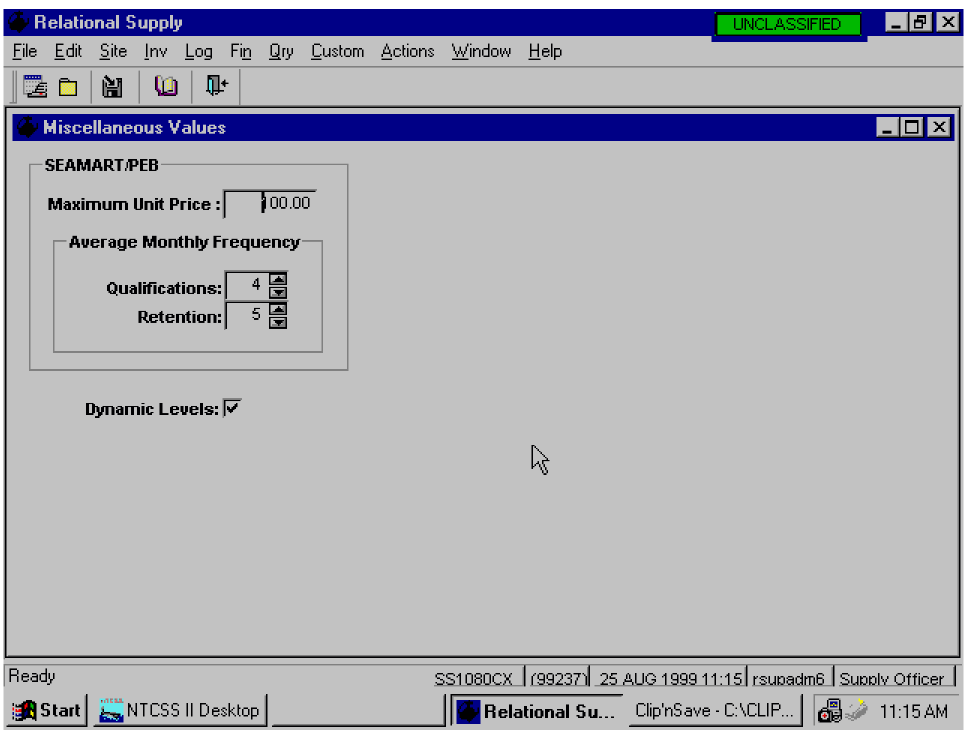
site025.bmp

f. **Miscellaneous Values Option.** This option allows you to build or modify SEAMART and PEB constant information that the system uses to create the SEAMART/PEB Review Report. The step-by-step procedures for this process are as follows:

(1) Step 1. On the Site Submenu, select the Activity Controls Option.

(2) Step 2. On the Activity Controls Submenu, select the Constants Option.

(3) Step 3. On the Constants Submenu, select the Miscellaneous Values Option.



siteb019.pcx

(4) Step 4. On the Miscellaneous Values Screen, enter the appropriate value to the Maximum Unit Price Data Block within the SEAMART/PEB Group Box.

NOTE: The values that appear on the screen are the current default settings.

(5) Step 5. Enter the appropriate values to the Qualifications and Retentions data blocks within the Average Monthly Frequency Group Box.

(6) Step 6. Select the Dymanic Levels Option, if applicable.

NOTE: The Activity Serials Option allows the FAS to select from the following types of activity serial numbers for use by unit personnel;

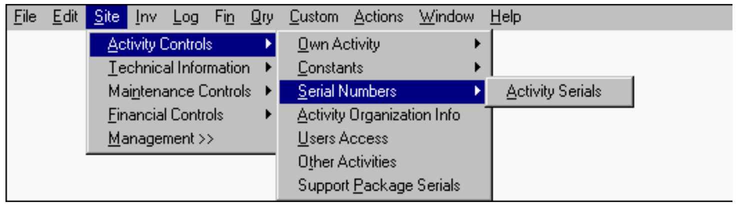
· Requisition Routine Stock,
· Requisition DLR Stock,
· Requisition Q-COSAL Stock,
· DTO CASREP,
· DTO NMCS and PMCS,
· DTO Broad Arrow,
· Offload Stock,
· Inventory Adjustment.

NOTE: The NAVSEA Serial Number Type has predetermined values that you must not alter.

NOTE: When assigning the *next* serial number, the system automatically reverts to the first number within the designated range upon turnover of the system calendar. This applies to all activity and department serial numbers.

(7) Step 7. Select the Apply Option from the Icon Menu Bar to finalize this process.

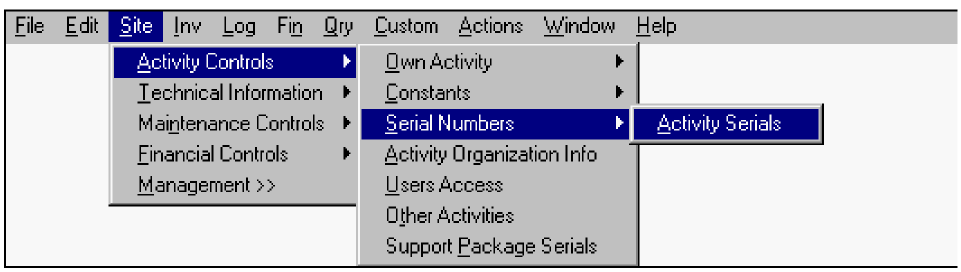
(8) Step 8. Select the Close Screen Option to exit from this process.



site016.bmp

4. Serial Numbers Option.

a. General. This option provides you with a single suboption: Activity Serials, which allows you to access the Activity Serials Screen. Personnel at a SNAP I activity use serial-number information on that screen to assign requisition numbers for stock-replenishment and DTO processing. You will be able to add, change, delete, or locate records from this screen. The type commander, in conjunction with higher authority, will establish and determine serial-number ranges. TYCOM instructions and directives provide guidance on the appropriate values for each type of serial-number range.



site026.bmp

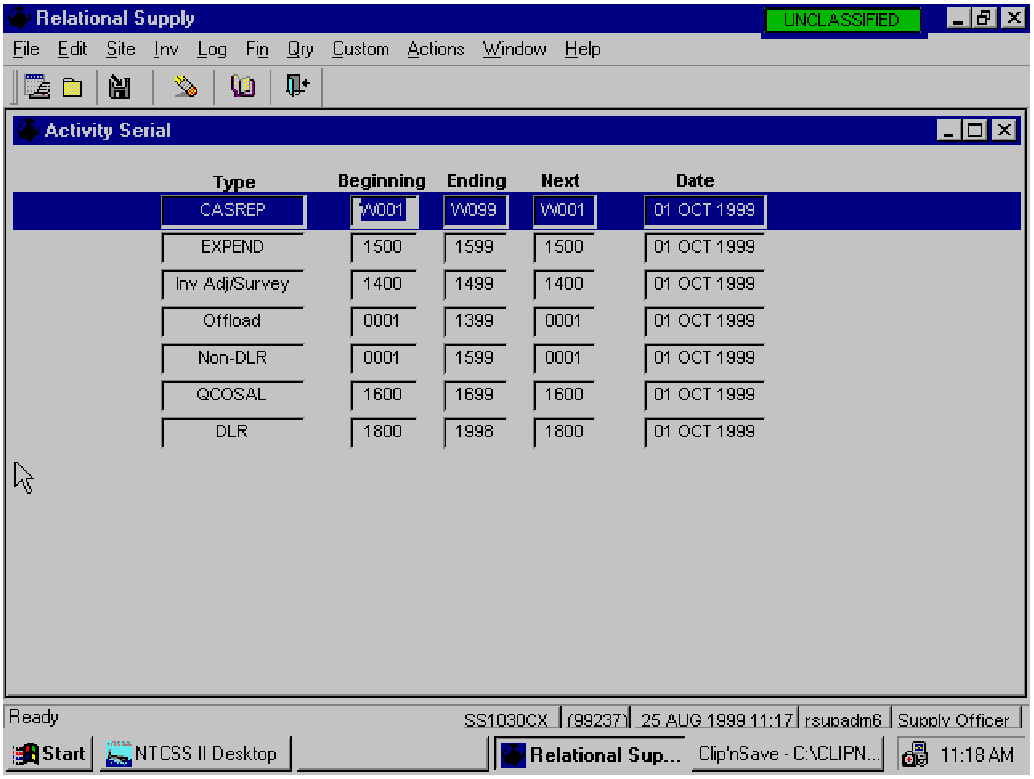
b. To Access the Activity Serials Option. The step-by-step procedures for this process are as follows:

(1) Step 1. On the Relational Supply Main Menu Screen, select the Site Option.

(2) Step 2. On the Site Submenu, select the Activity Controls Option.

(3) Step 3. On the Activity Controls Submenu, select the Serial Numbers Option.

(4) Step 4. On the Serial Numbers Submenu, select the Activity Serials Option.



siteb020.pcx

c. To Change Activity Serial Information. The step-by-step procedures for this process are as follows:

(1) Step 1. From the Activity Serial Screen, select the Beginning, Ending, or Next serial-number data field to highlight the entire row so that you can modify data.

(2) Step 2. Type over the data that you wish to replace in the serial-number ranges for any of the following serial types:

(a) PUBS. This type of serial number applies to requisitions for material with a Cog of 0I, hydrographic material, and other miscellaneous non-chargeable material.

(b) CASREP. This type of serial number applies to requisitions for casualty-report (CASREP) material.

(c) EMRM. This type of serial number applies to requisitions for equipment-maintenance-related material including APA material.

(d) EXPEND. This type of serial number applies to expenditure transactions (includes OSO transfers and material turned in to shore).

(e) Inv. Adj. or Survey. This type of serial number applies to all inventory adjustments.

NOTE: The system never *rolls over* serial numbers within a specific range to a future Julian date. If you use up all the serial numbers within a specific range in a single day, you must wait until the next day to continue.

NOTE: When you change the serial number range, the value in the date field will default to the current system date.

NOTE: The RSupply system restricts the number of serial-number ranges that you may specify. It also restricts you from the including the numbers from one range in another. The following are acceptable ranges;

- **Routine stock between 0001 and 1999.**
- **DLR stock between 0001 and 1999.**
- **Q-COSAL stock between 0001 and 1999.**
- **CASREP serial numbers will began with the letter W.**
- **NMCS and PMCS serial numbers will began with the letter G.**
- **Broad-arrow serial numbers will begin with the letters GB.**

Serial numbers for offloads and surveys may be within any range. This includes the ranges used for requisitioning except for those beginning with the letters W, G, and TB.

(f) **LAMPS.** This type of serial number applies to requisitions required to support light-airborne-multipurpose system material embarked on board.

(g) **NMCS.** This type of serial number applies to requisitions for aviation material required to correct a not-mission-capable-supply (NMCS) condition.

(h) **NAVSEA.** This type of serial number applies to NAVSEA-funded requisitions that are not directly chargeable to your activity's OPTAR.

(i) **CNSMBL/ILO.** This type of serial number applies to requisitions for consumables, other chargeable material, medical and dental, and chargeable services other than delivery charges for bunker fuel.

(j) **DLR.** This type of serial number applies to requisitions for depot-level-repairable (DLR) related material.

(3) Step 3. Select the Apply Option from the Icon Menu Bar to finalize this process.

(4) Step 4. Select the Close Screen Option to exit from this process.

d. To Add an Activity Serial. The step-by-step procedures for this process are as follows:

(1) Step 1. On the Activity Serial Screen, select the Insert Option from the Icon Menu Bar.

(2) Step 2. Enter the new data to the Type, Beginning, Ending , and Next Serial data blocks.

(3) Step 3. Select the Apply Option from the Icon Menu Bar to finalize this process.

(4) Step 4. Select the Close Screen Option to exit from this process.

e. To Delete an Activity Serial. The step-by-step procedures for this process are as follows:

(1) Step 1. From the Activity Serial Screen, select the Beginning, Ending, or Next Serial Number data field to highlight the entire row so that you can delete data.

(2) Step 2. On the Activity Serial Screen, select the Delete Option from the Icon Menu Bar.

(3) Step 3. Select the Yes Option from the dialog box that appears to confirm the deletion.

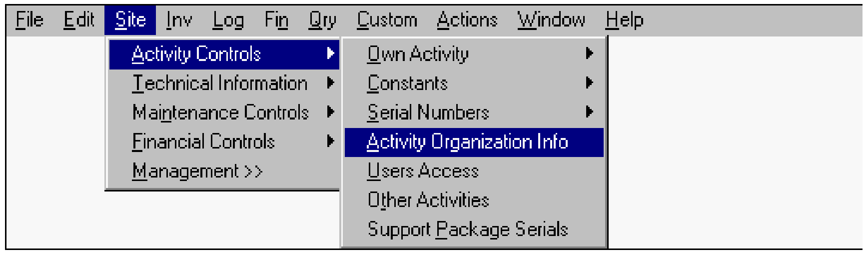
(4) Step 4. Select the Apply Option from the Icon Menu Bar to finalize this process.

(5) Step 5. Select the New Request Option to process another record or the Close Screen Option to exit from this process.

f. Standard Numbering System. RSupply requires the establishment of a standard document numbering system on board your ship. Under the standard document numbering system, the first two positions of a transaction's serial number identify the division or work center that originated the document. This enables the computer to process the transaction against the proper financial files and records.

g. Serial-number Ranges. Your activity's type commander in cooperation with higher authority will determine the serial number ranges you will use. The serial-number function allows you to maintain the Serial Table, which contains a record of each squadron, division, or work center assigned a serial range. The system uses this data to serialize and validate transactions applicable to your own activity's UIC. You will be able to add, change, delete, or locate records in this file.

Example: The type of serial numbers you use for NAVSEA-funded requisitions is predetermined; do not alter this data.



site019.bmp

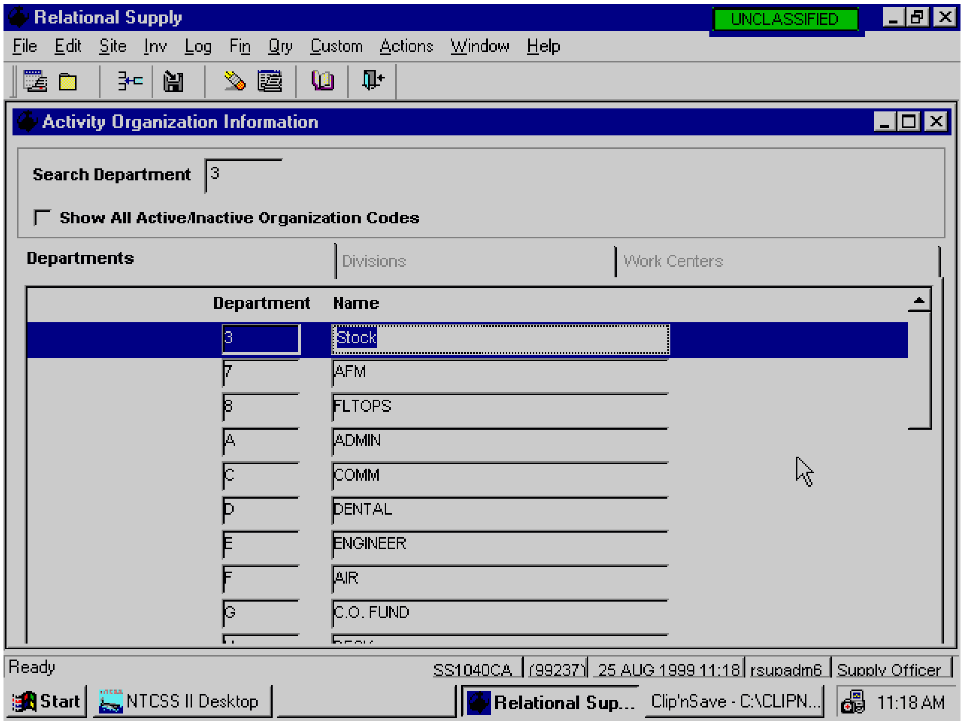
5. **Activity Organization Info Option.** This option allows you to build to, modify on , or delete from the system departments, divisions, or work centers. It provides you with the following options:

   a. **To Access the Activity Organization Information Option.** The step-by-step procedures for this process are as follows:

      (1) **Step 1.** On the Relational Supply Main Menu Screen, select the Site Option.

      (2) **Step 2.** On the Site Submenu, select the Activity Controls Option.

      (3) **Step 3.** On the Activity Controls Submenu, select the Activity Organization Information Option.



siteb021.pcx

b. **To Modify or Delete a Department.** The step-by-step procedures for this process are as follows:

(1) Step 1. On the Activity Organization Information Screen, ensure the Departments Option (tab) appears enabled or select it to do so.

(2) Step 2. Use one of the following ways to select the department that you wish to modify;

(a) Enter the department code in the appropriate data block,

(b) Highlight the row on which it already appears,

(c) Select the Show All Active/Inactive Organization Codes Option and then make your selection.

(3) Step 3. Type over the data that you wish to change or select the Delete Option from the Icon Menu Bar to delete the row you highlighted.

(4) Step 4. Select the Apply Option from the Icon Menu Bar to finalize this process.

(5) Step 5. Select the Close Screen Option to exit from this process.

NOTE: You can delete a department only if there are no dependent divisions or work centers under its hierarchy. You should first delete work centers, followed by any divisions, and then the department.

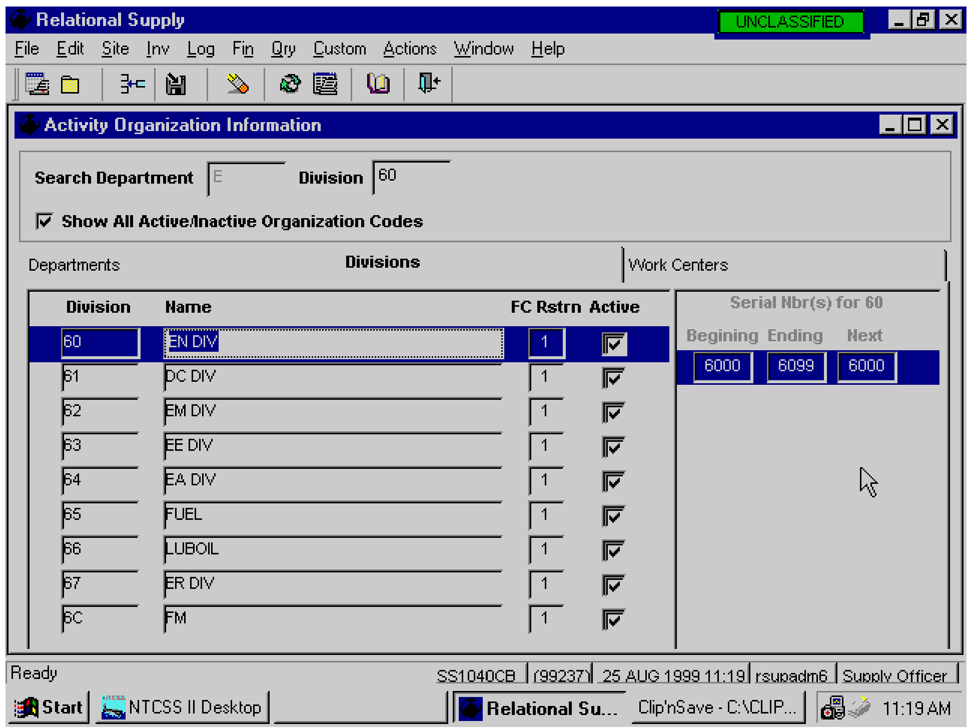
c. **To Add a Department.** The step by step-procedures for this process are as follows;

(1) **Step 1.** On the Activity Organization Information Screen, ensure the Departments Option (tab) appears enabled or select it to do so.

(2) **Step 2.** Select the Insert Option from the Icon Menu Bar and type in appropriate data to create a new record.

(3) **Step 3.** Select the Apply Option from the Icon Menu Bar to finalize this process.

(4) **Step 4.** Select the Close Screen Option to exit from this process.



siteb025.pcx

d. To Modify Divisions. The step-by-step procedures for this process are as follows:

(1) **Step 1.** On the Activity Organization Information Screen, ensure the Divisions Option (tab) appears enabled or select it to do so.

(2) **Step 2.** Use one of the following ways to select the division that you wish to modify;

(a) Enter the division code in the Division Data Block at the top of the screen,
(b) Highlight the row on which the department or work center appears,
(c) Select the Show All Active/Inactive Organization Codes Option and then make your selection.

(3) **Step 3.** Type over the data that you wish to change or select the Delete Option from the Icon Menu Bar to delete the division you highlighted.

NOTE: You can delete a department only if there are no dependent divisions or work centers under its hierarchy. You should first delete work centers, followed by any divisions, and then the departments.

(4) **Step 4.** Select the Apply Option from the Icon Menu Bar to finalize this process.

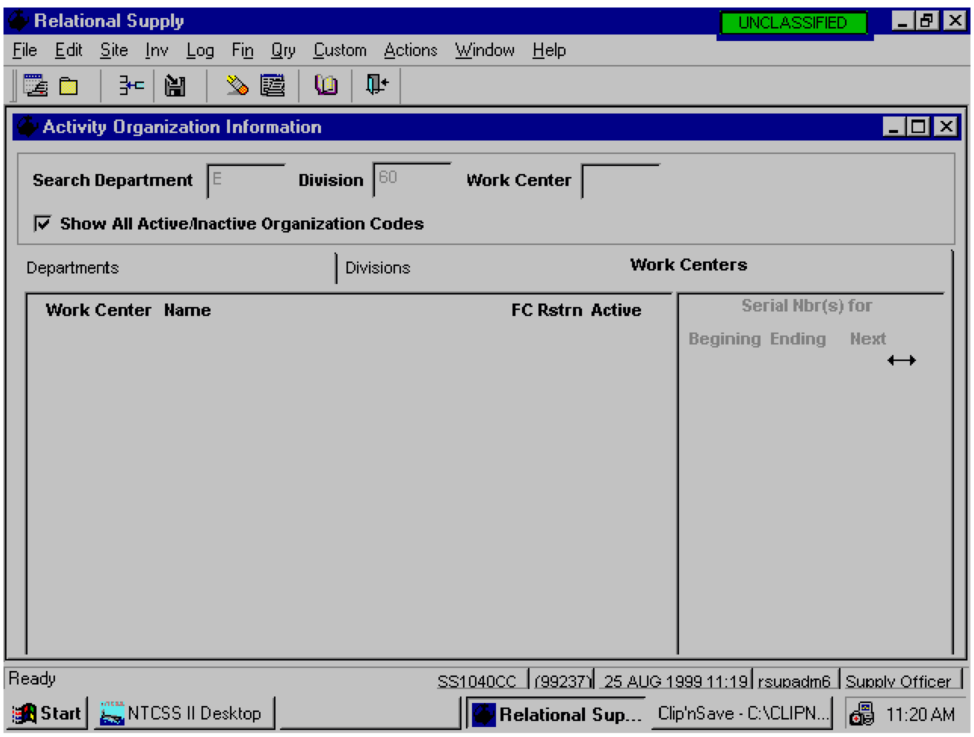
(5) **Step 5.** Select the Close Screen Option to exit from this process.

e. **To Add a Division.** The step-by step procedures for this process are as follows:

(1) **Step 1.** On the Activity Organization Information Screen, ensure the Divisions Option (tab) appears enabled or select it to do so.

(2) **Step 2.** Select the Insert Option from the Icon Menu Bar and type in appropriate data to create a new record.

(3) **Step 3.** Select the Apply Option from the Icon Menu Bar to finalize this process.



siteb026.pcx

f. **To Modify Work Centers.** The step-by-step procedures for this process are as follows:

(1) **Step 1.** On the Activity Organization Information Screen, ensure the Work Centers Option (tab) appears enabled or select it to do so.

(2) **Step 2.** Use one of the following ways to select the work center that you wish to modify;

(a) Enter the work center code in the appropriate data block,

(b) Select the Show All Active/Inactive Organization Codes Option and then make your selection.

NOTE: You should first delete work centers, followed by any divisions, and then the department.

(3) **Step 3.** Type over the data that you wish to change or select the Delete Option from the Icon Menu Bar to delete the work center you highlighted.

(4) **Step 4.** Select the Apply Option from the Icon Menu Bar to finalize this process.

(5) **Step 5.** Select the Close Screen Option to exit from this process.

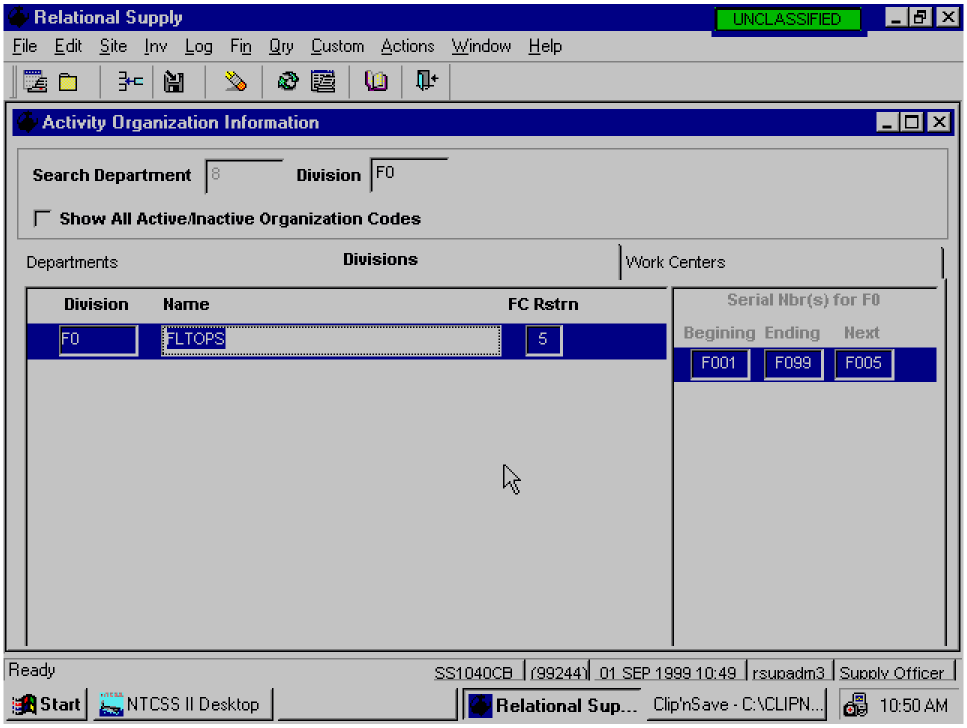
g. **To Add a Work Center.** The step-by-step procedures for this process are as follows;

(1) **Step 1.** On the Activity Organization Information Screen, ensure the Work Centers Option (tab) appears enabled or select it to do so.

(2) **Step 2.** Select the Insert Option from the Icon Menu Bar and type in appropriate data by definition.

(3) **Step 3.** Select the Apply Option from the Icon Menu Bar to finalize this process.

(4) **Step 4.** Select the Close Screen Option to exit from this process.

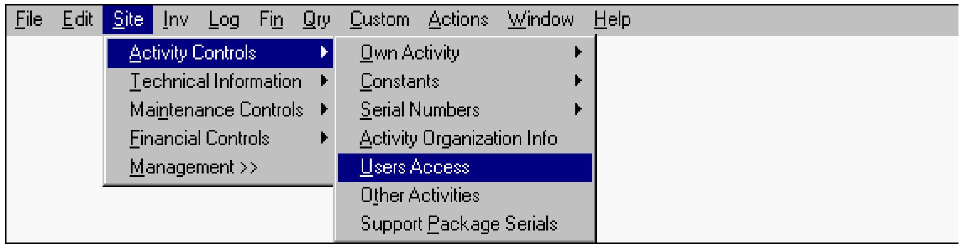


siteb901.pcx

h. Fund Code Restriction Indicator. These codes restrict the use of fund codes by the department or division assigned a specific set of serial numbers. Fund-code restriction indicators are as follows:

FUND CODE RESTRICTION INDICATORS		
Code	**Fund Codes**	**Type**
1	Supplies & Equipage	_B, _C, _D, _E, _F, _J, _K, _L, _M, _N, _R, _S, _T, _U, _V, _W, _Y, _2, _3, _4, _5, _6 (except Y6), _7, _8, _9, 2U, 3D, 3F, DU, 3W, 3Y, 4J, 4W, and 4Y.
2	Repair of Other Vessels	_G, _H, _O, and _1.
3	Reimbursable OPTAR	_A.
4	Aviation Fleet Maintenance	2F, 2W, 7L, 9A, 9M, and 9S. Pacific Fleet may also use 8X and 9e
5	Flight Operations	7B, 7F, and 9Q. Atlantic Fleet may also use 8X and 9E.
6	S&E EMRM	_R.
7	S&E Non-AVDLR	_B.
8	ROV Non-AVDLR	_1.
9	S&E AVDLR.	_3.
A	ROV AVDLR	_O.
B	AFM AVDLR	9S
C	All S&E and ROV Fund Codes	
X	Accept Input Fund Code	

tbl2_5.wmf



site034.bmp

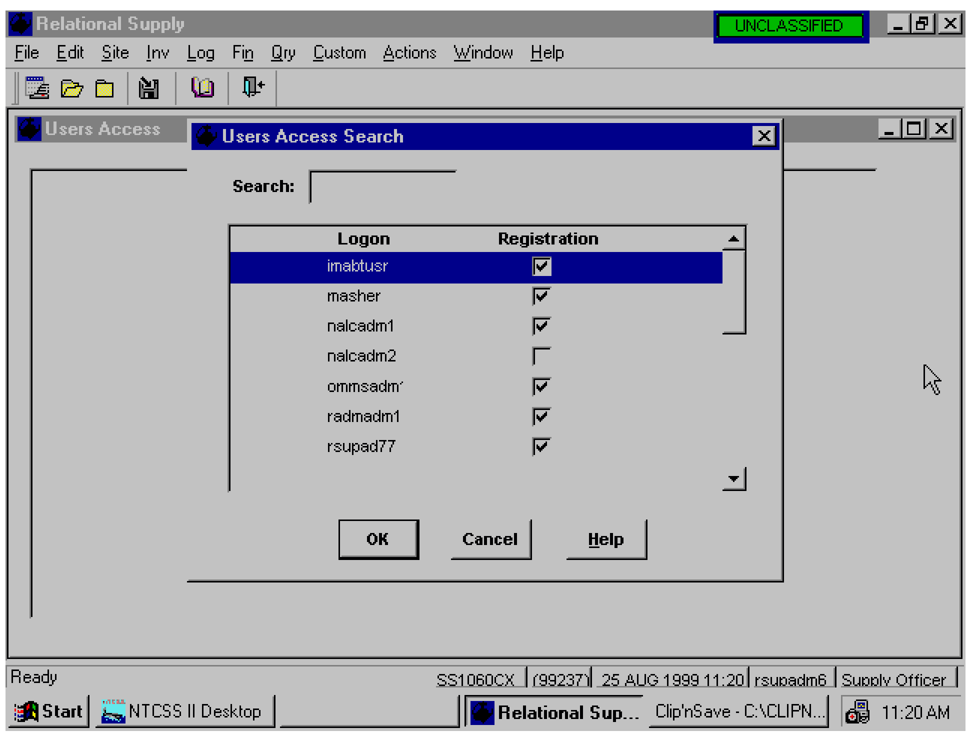
6. **Users Access Option.** This Screen allows the FAS to build a logon for RSupply users. The logon will determine how much the user can see and do within RSupply.

   a. **To Access the Users Access Option.** The step-by-step procedures for this process are as follows:

      (1) **Step 1.** On the Relational Supply Main Menu Screen, select the Site Option.

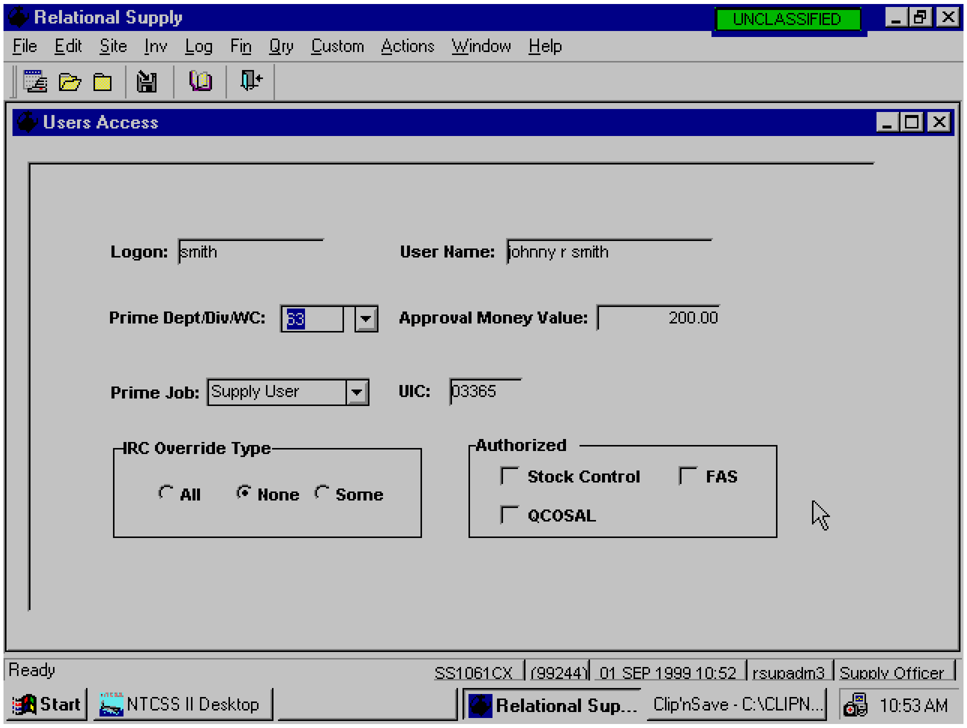
      (2) **Step 2.** On the Site Submenu, select the Activity Controls Option.

      (3) **Step 3.** On the Activity Controls Submenu, select the Users Access Option.



siteb027.pcx

      (4) **Step 4.** On the Users Access Search Screen, enter the name of the user or highlight a name from the list on the screen and then select the OK Option to continue.



siteb902.pcx

b. To Add or Modify a User's Logon. The step-by-step procedures for this process are as follows:

(1) Step 1. To change the user's prime work center as it appears on the screen (default setting), select another work center from the list on the screen.

(2) Step 2. To change the user's prime job as it appears on the screen (default setting), select another job from the list on the screen.

NOTE: Depending on your selection, the Other Organizations Option may appear (see following procedures).

(3) Step 3. Select one of the following options from the IRC Override Type Group Box;

(a) All. This option will allow you to override all issue restriction codes.

(b) None. This option will not allow you to override any IRCs.

(c) Some. This option will allow you to override only specific override codes.

NOTE: If you select the Some Option, the Issue Restriction Codes Override Option (icon) will appear on the screen (see following procedures).

(4) Step 4. Select one of the following options from the Authorized Group Box;

(a) Stock Control. This option will allow you to access stock-control functions (issuing, requisitioning, receiving, and others).

NOTE: The RSupply system assigns a document number to all MRI, pre-Post, and Post-only transactions depending on the user logon access code and the associated division, department, or work-center serial number. If the request processes to the *DTO organization*, the serial number remains with the transaction.

(b) **Q-COSAL.** This option will allow you to access Q-COSAL functions. All users automatically have access to non-Q-COSAL functions.

(c) **FAS.** This option will allow you to access stock-control and Q-COSAL functions.

(5) **Step 5.** Select the Add User Menu Roles Option (icon) to update this data.

(6) **Step 6.** Select the Apply Option from the Icon Menu Bar to finalize this process.

(7) **Step 7.** Select the Close Screen Option to exit from this process.

c. **To Add or Remove Other Organizations.** This option allows you to add or remove user organizations. The step-by-step procedures for this process are as follows:

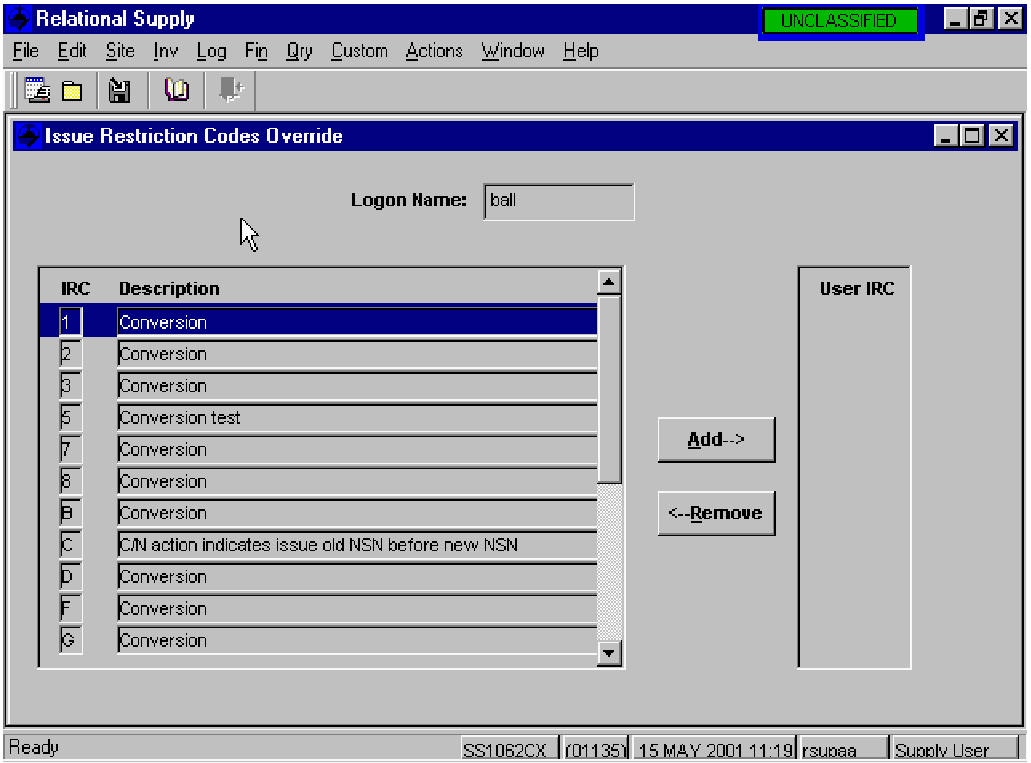
(1) **Step 1.** Select the Other Organizations Option (icon) to begin.

(2) **Step 2.** Highlight the row in the Organizations Name List on which the organization that you wish to add appears or select it from the User Organizations List to remove it.

(3) **Step 3.** Select the Add Option to move your selection to the User Organizations List or select the Delete Option to remove it and then select the OK Option.

(4) **Step 4.** Select the Apply Option from the Icon Menu Bar to finalize this process.

(5) **Step 5.** Select the Close Screen Option to exit from this process.



RSpSit07.pcx

d. **To Add or Remove Issue Restriction Codes.** This option allows you to specify the IRCs that you want a user to be able to override. The step-by-step procedures for this process are as follows:

(1) **Step 1.** Select the Issue Restriction Codes Override Option (icon) to begin.

(2) **Step 2.** Highlight the row in the IRC Descriptions List on which the code you wish to add appears or select it from the User IRC List to remove it.

(3) **Step 3.** Select the Add Option to move your selection to the User IRC List or select the Delete Option to remove it and then select the OK Option.

(4) **Step 4.** Select the Apply Option from the Icon Menu Bar to finalize this process.

(5) **Step 5.** Select the Close Screen Option to exit from this process.

e. **To Add or Remove User Role Names.** This option allows you to add or remove user menu roles. Each user must have at least one role name, which ties it to a group of menu options. Modification of this data will affect all users with that role. The step-by-step procedures for this process are as follows:

(1) **Step 1.** Select the Add User Menu Roles Option (icon) to begin.

(2) **Step 2.** Highlight the row in the Role Name List on which the code you wish to add appears or select it from the User Role Name List to remove it.

(3) **Step 3.** Select the Add Option to move your selection to the User Role Name List or select the Delete Option to remove it and then select the OK Option.

(4) **Step 4.** Select the Apply Option from the Icon Menu Bar to finalize this process. Depending on the size of the report, it may appear on the screen or the system may forward it for batch processing.

(5) **Step 5.** Select the New Request Option to process another record or the Close Screen Option to exit from this process.

f. **Edit Menu Options.** This option allows you to Edit Menu Options for a user. The step-by-step procedures for this process are as follows:

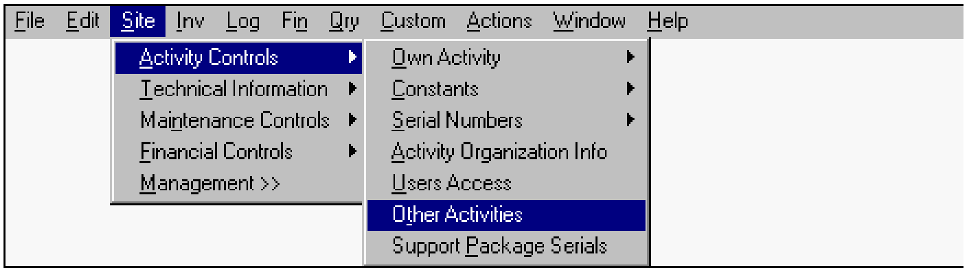
(1) **Step 1.** Select the Modify Role Option and then the Preview Menu Option (icon).

(2) **Step 2.** On the Edit Menu Screen, select the Enable Pop-ups Option and then highlight the menu options that you wish to assign to a user.

(3) **Step 3.** Select the Disable Option (icon) and then the Save Option (icon) to your selections.

(4) **Step 4.** Select the Apply Option from the Icon Menu Bar to finalize this process.

(5) **Step 5.** Select the Close Screen Option to exit from this process.



site035.bmp

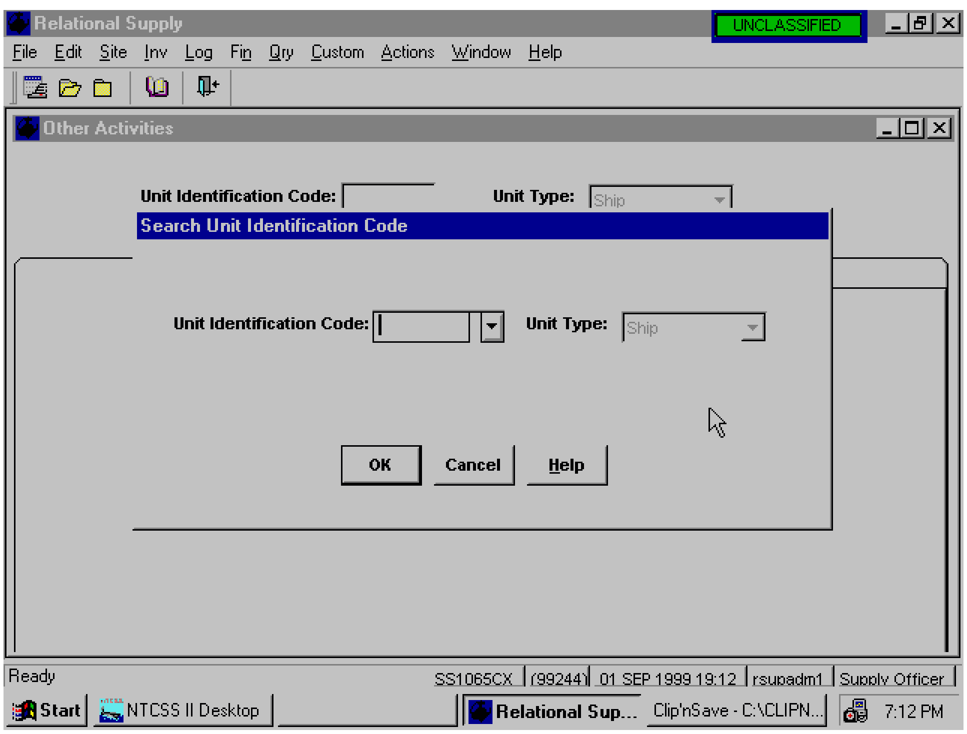
7. **Other Activities Option.** This option allows you to maintain information on activities to which your activity may make OSO transfers, end-use issues, underway replenishments, or offloads. In addition, you can maintain the addresses of any activities that will appear on supply documents.

   a. **To Access the Other Activities Option.** The step-by-step procedures for this process are as follows:

      (1) Step 1. On the Relational Supply Main Menu Screen, select the Site Option.

      (2) Step 2. On the Site Submenu, select the Activity Controls Option.

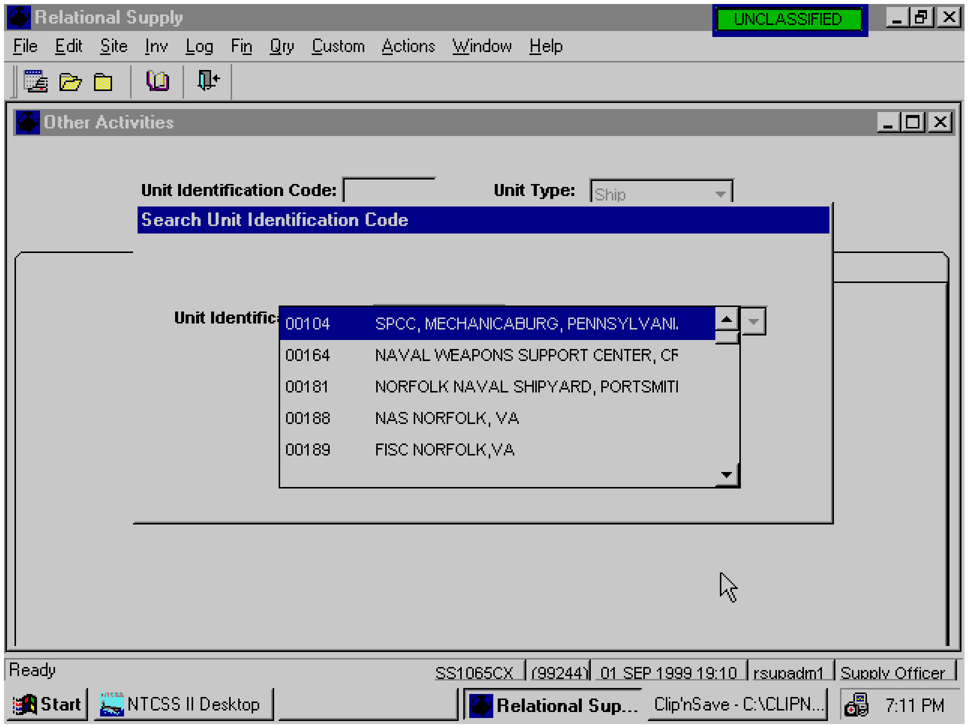
      (3) Step 3. On the Activity Controls Submenu, select the Other Activities Option.



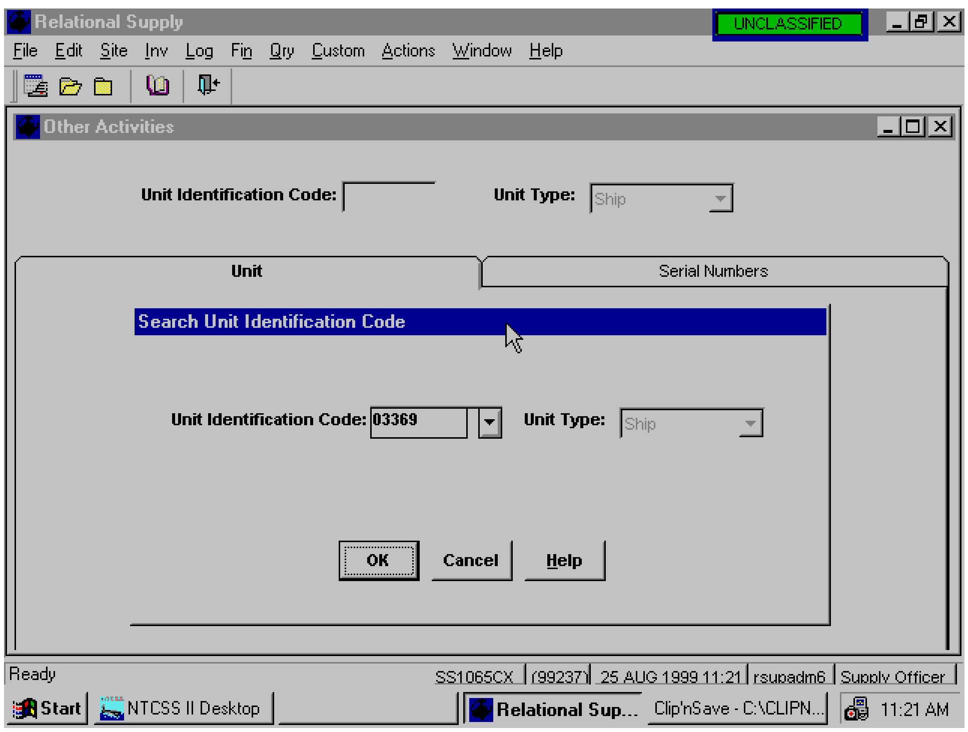
siteb914.pcx

      (4) Step 4. On the Search Unit Identification Code Screen, select the UIC of the activity that you wish to access from the list on the screen and then select the OK Option to continue. (Default data for the activity you selected will appear on the screen.)

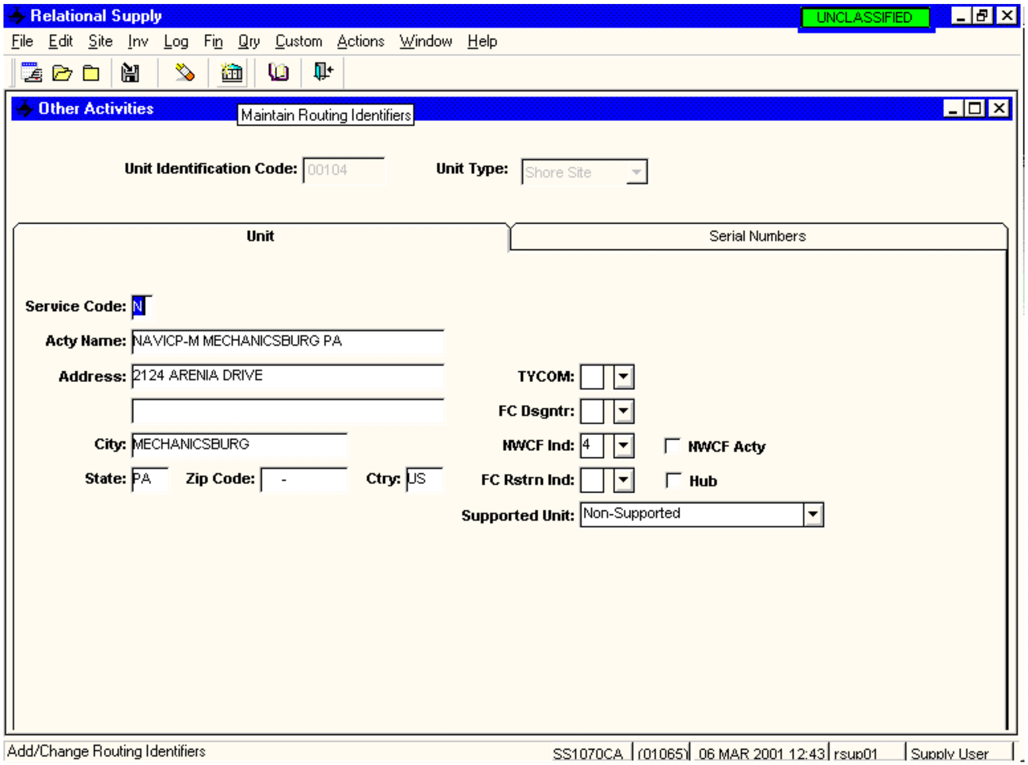
NOTE: If the UIC does not exist, enter a new UIC, select a unit type from the list on the screen, and then select the OK option.



siteb912.pcx



siteb028.pcx



new2_39a.pcx

b. To Add Another Activity. The step-by-step procedures for this process are as follows:

(1) Step 1. On the Other Activities Screen, ensure the Unit Option (tab) appears enabled or select it to do so.

(2) Step 2. Enter data to the appropriate data blocks as follows:

(a) Air Squadron. The mandatory fields are service designator, activity name, ship type, and hull number.

(b) Shore Site. The mandatory fields are service designator, activity name, address, city, state, and zip code.

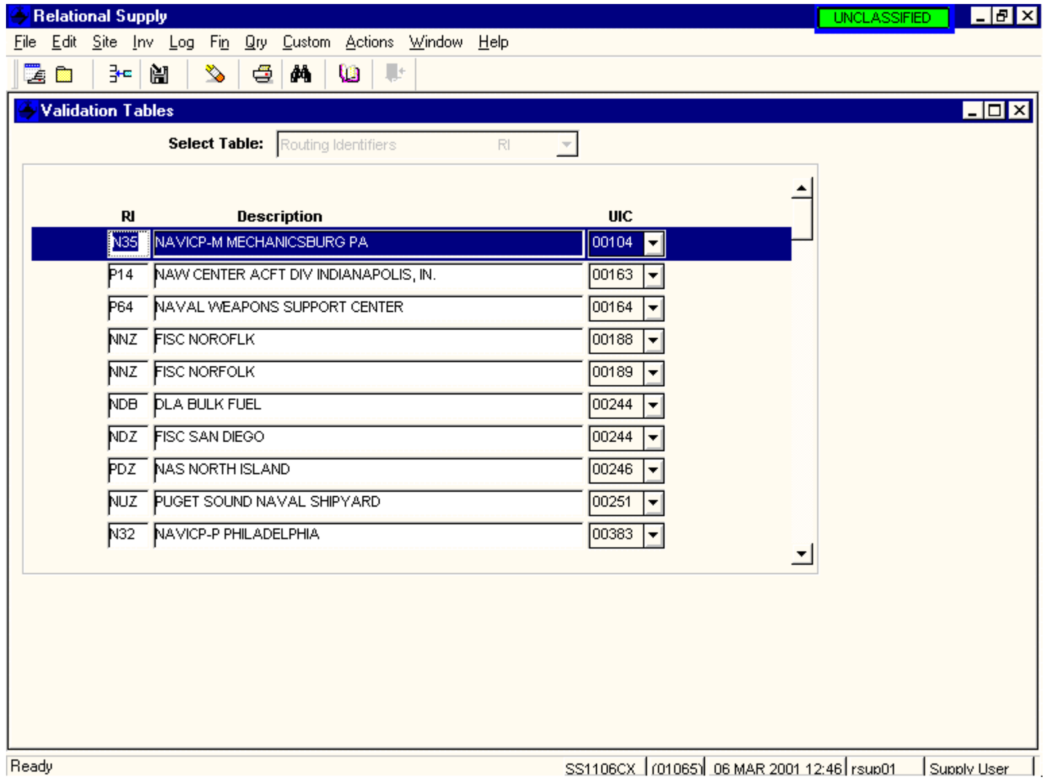
(3) Step 3. Select the appropriate type commander, fund-code designator, NWCF indicator, and FC restriction indicator from the list on the screen.

(4) Step 4. Select the Supported Unit or Hub data block to continue.

(5) Step 5. Select the Serial Numbers Option (tab) to enable it and then enter data to the mandatory fields: Beginning and Ending.

(6) Step 6. Select the Apply Option from the Icon Menu Bar to finalize this process.

(7) **Step 7.** Select the Close Screen Option to exit from this process.



new2_39.pcx

NOTE: This option also is available through the Validation Tables Option.

c. To Change, Add, or Delete an Activity RI. The step-by-step procedures for this process are as follows:

(1) **Step 1.** On the Other Activities Screen, select the Maintaining Routing Identifiers Option (icon). The Validation Tables (Routing Identifiers) Screen will appear.

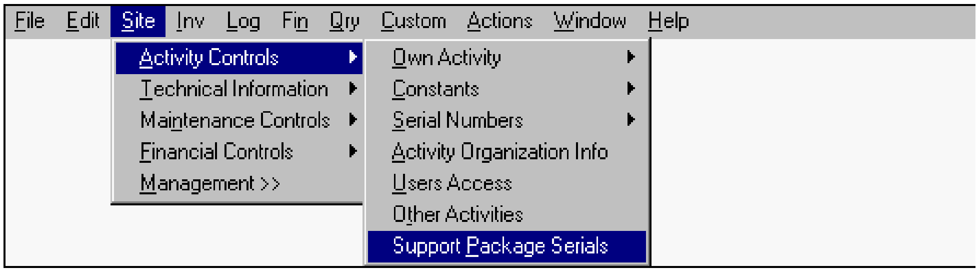
(a) **Change.** Highlight the data block that you wish to revise and type in the new data.

(b) **Add.** Select the Insert Option from the Icon Menu Bar and then select a new RI, description, and organization code from the lists on the screen.

(c) **Delete.** Highlight the row that contains the record that you wish to delete and then select the Delete Option from the Icon Menu Bar. Select the Yes Option from the dialogue box that appears to confirm the deletion.

(2) **Step 2.** Select the Apply Option from the Icon Menu Bar to finalize this process.

(3) Step 3. Select the Close Screen Option to exit from this process.



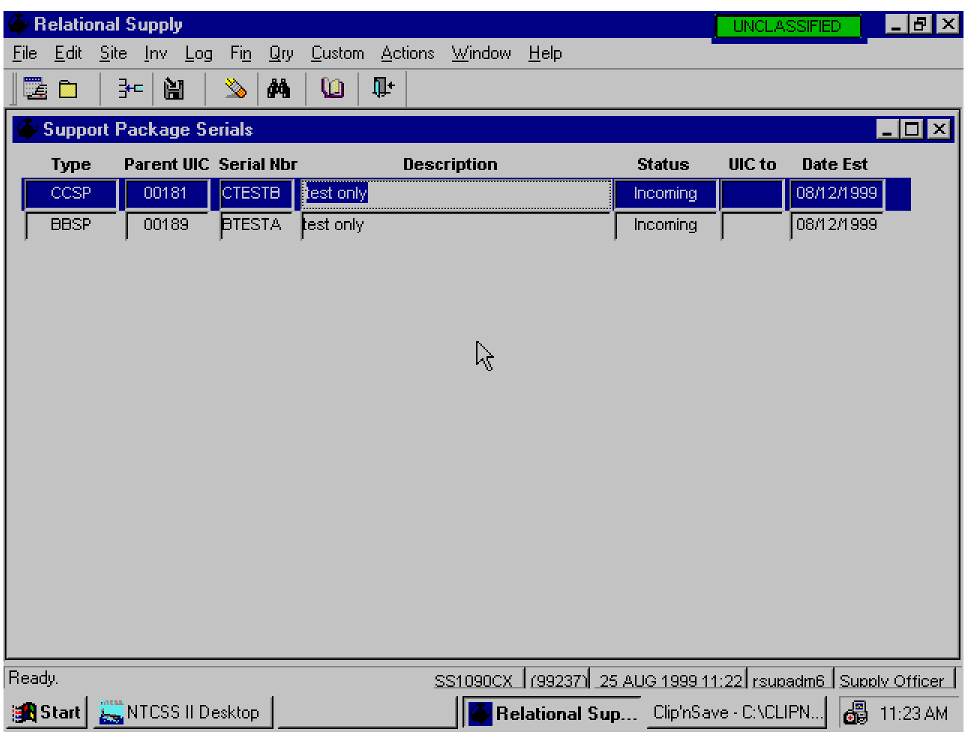
site041.bmp

8. **Support Package Serials Option.** This option allows you to view the serial numbers that the system automatically assigns to document numbers. This function comes into effect when officials on board your ship have not specified the serial numbers to use on documents (USID M only). The step-by-step procedures for this process are as follows:

   a. **Step 1.** On the Relational Supply Main Menu Screen, select the Site Option.

   b. **Step 2.** On the Site Submenu, select the Activity Controls Option.

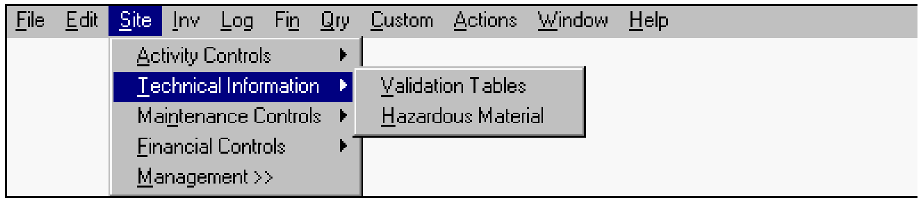
   c. **Step 3.** On the Activity Controls Submenu, select the Support Package Serials Option.



siteb031.pcx

   d. **Step 4.** On the Support Package Serials Screen, review data as necessary and then select the Close Screen Option to exit from this process.

C. TECHNICAL INFORMATION OPTION

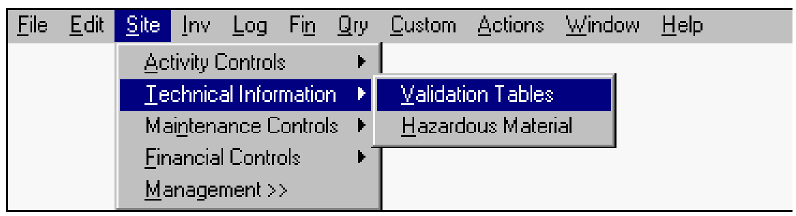


site042.bmp

1. **General.** This option allows you to access the following options:

   a. **Validation Tables.** This option allows you to view tables containing supply and financial data attributes that the system needs to ensure accurate system processing. The only tables that you, at the activity level, will maintain are the Local Management Code (LMC), Issue Restriction Code (IRC), Routing Identifier (RI) tables, and Automatic Reorder Restriction Code (ARRC).

   b. **Hazardous Material.** This option allows you to view hazardous material information for a specific NIIN.



site043.bmp

2. **Validation Tables Option.** This option allows you to view the data that resides in validation tables and modify some of that data.

   a. **To Access the Validation Tables Option.** The step-by-step procedures for this process are as follows:

      (1) **Step 1.** On the Relational Supply Main Menu Screen, select the Site Option.

      (2) **Step 2.** On the Site Submenu, select the Technical Information Option.

      (3) **Step 3.** On the Technical Information Submenu, select the Validation Tables Option. The Validation Tables Screen will appear; it allows you to access the following tables;

         (a) Automatic reorder restriction codes,
         (b) Cognizance symbols,
         (c) Controlled item inventory codes,
         (d) Demilitarization codes,

(e) Federal supply classes,
(f) Issue restriction codes,
(g) Local management codes,
(h) Material control codes,
(i) Mode of shipment codes,
(j) Precious metals indicators,
(k) Reimbursable control codes,
(l) Routing identifiers,
(m) Shelf-life action codes,
(n) Shelf-life codes,
(o) Special material content codes,
(p) Supply status codes,
(q) Type of storage codes,
(r) Units of issue.

b. Automatic Reorder Restriction Codes.

(1) General. The system uses the codes in this table to designate restrictions applicable to the material reorder process. This function allows you to view each ARRC that applies to RSupply.

NOTE: You cannot modify or delete the following ARRCs: DM-RZ.

(2) To View Automatic Reorder Restriction Codes. The step-by-step procedures for this process are as follows:

(a) Step 1. On the Validation Tables Screen, select the Automatic Reorder Restriction Codes Option from the Select Table List. A list of active ARRCs will appear on the screen along with a short description.

(b) Step 2. Scroll through the list to find the ARRC that you wish to review or select the Find Option from the Icon Menu Bar and then enter your search criteria.

(3) To Add or Delete an ARRC. The step-by-step procedures for this process are as follows:

NOTE: Ensure the fund code that you enter is already present in the Fund Code Table and that it applies to your Cog. In addition, a repairable indicator will appear for depot-level-repairable (DLR) Cogs and other Cogs that can process as repair parts without carcass tracking.

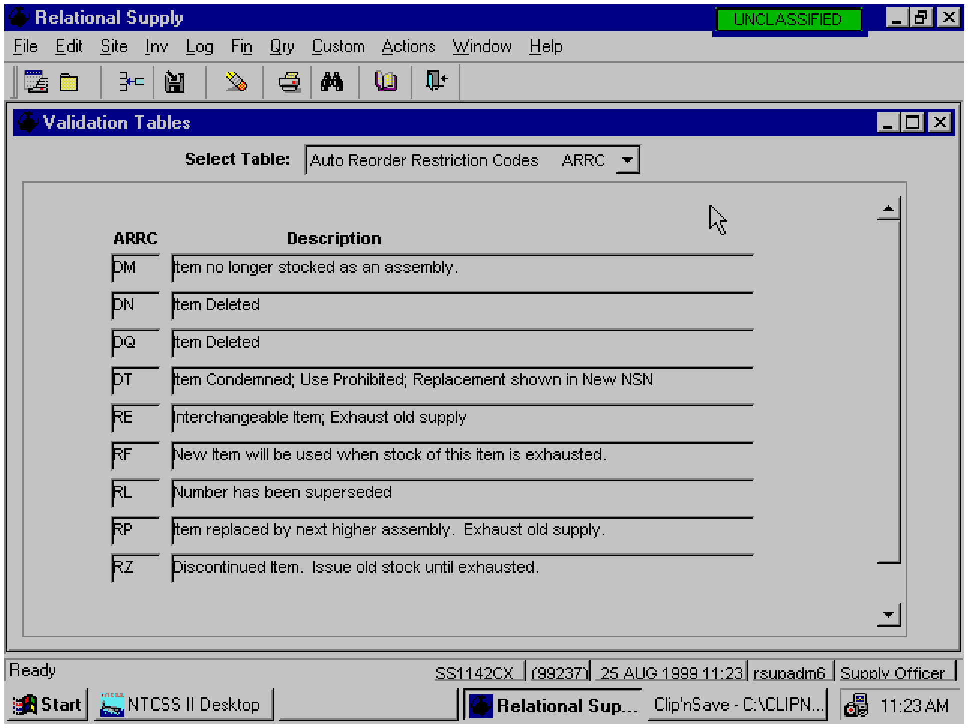
(a) Step 1. On the Validation Tables Screen, proceed as follows:

[1] Add. Select the Insert Option from the Icon Menu Bar and then enter a new ARRC and a short description.

[2] Delete. Highlight the row on the ARRC list that contains the record that you wish to delete and then select the Delete Option from the Icon Menu Bar. Select the Yes Option from the dialogue box that appears to confirm the deletion.

(b) Step 2. Select the Apply Option from the Icon Menu Bar to finalize this process. Depending on the size of the report, it may appear on the screen or the system may forward it for batch processing.

(c) Step 3. Select the New Request Option to process another record or the Close Screen Option to exit from this process.



siteb032.pcx

(4) ARRC Table. The following is a list of the data that appears in this validation table:

Automatic Reorder Restriction Codes

ARRC	Description
DM	Item no longer stocked as an assembly.
DN	Item deleted.
DQ	Item deleted.
DT	Item condemned; use prohibited; replacement shown in new NSN.
RE	Interchangeable item; exhaust old supply.
RF	New item will be used when stock of this item is exhausted.
RL	Number has been superseded.
RP	Item replaced by next higher assembly; exhaust old supply.

tbl2_6a

Continued on next page

Automatic Reorder Restriction Codes (Con't)

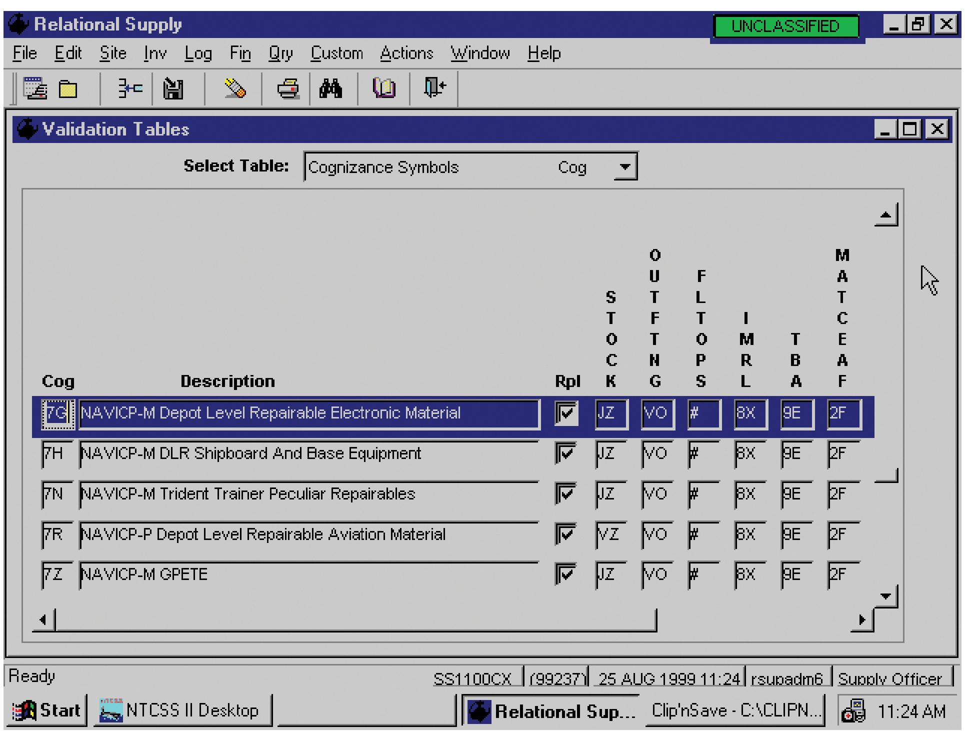
ARRC	Description
RZ	Discontinued item; issue old stock until exhausted.
J	Conversion
98	Conversion
BO	Conversion
CG	Conversion
CJ	Conversion
CK	Conversion
CY	Conversion
DR	Conversion
DS	Conversion
GA	Conversion
HZ	Conversion
OB	Conversion
OP	Conversion
RG	Conversion

Current locally established ARRCs; not defined in the Validation File.

tbl2_6b

c. Cognizance Symbols (Cog).

(1) General. This table contains all the Cogs that the system at your activity will use. This function screen allows you to view each Cog that applies to RSupply.



siteb033.pcx

NOTE: Ensure the fund code that you enter is already present in the Fund Code Table and that it applies to your Cog. In addition, the routing identifier that you enter must already be in the RI Table. The defense code is available to provide a means to translate alphabetic-alphabetic Cogs to the applicable Navy Cogs. In addition, a repairable indicator will appear for depot-level-repairable (DLR) Cogs and other Cogs that can process as repair parts without carcass-tracking.

(2) To View Cognizance Symbols. The step-by-step procedures for this process are as follows:

(a) Step 1. On the Validation Tables Screen, select the Cognizance Symbols Option from the Select Table List. A list of active Cogs will appear on the screen along with a short description and other related data.

(b) Step 2. Scroll through the list to find the Cog that you wish to review or select the Find Option from the Icon Menu Bar and then enter your search criteria.

(3) To Add or Delete a Cog. The step-by-step procedures for this process are as follows:

(a) Step 1. On the Validation Tables Screen, proceed as follows:

[1] Add. Select the Insert Option from the Icon Menu Bar and then enter a new Cog and a short description. You also need to enter the applicable fund code and identify whether the item is repairable.

[2] Delete. Highlight the row on the Cog list that contains the record that you wish to delete and then select the Delete Option from the Icon Menu Bar. Select the Yes Option from the dialogue box that appears to confirm the deletion.

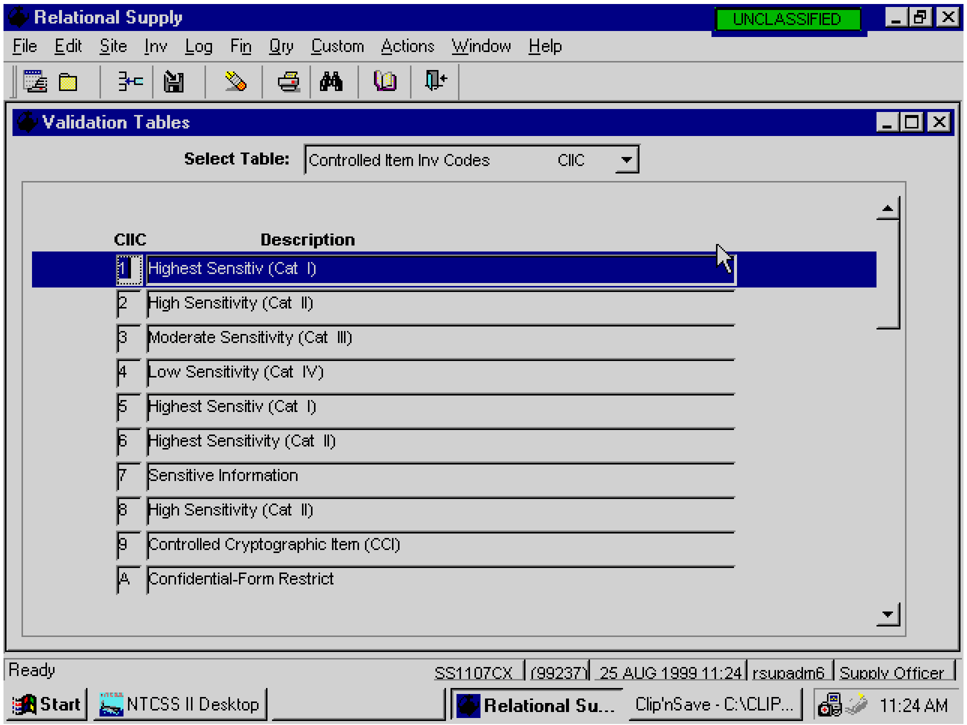
(b) Step 2. Select the Apply Option from the Icon Menu Bar to finalize this process.

(c) Step 3. Select the Close Screen Option to exit from this process.

(2) To View Controlled Item Inventory Codes. The step-by-step procedures for this process are as follows:

(a) Step 1. On the Validation Tables Screen, select the Controlled Item Inventory Codes Option from the Select Table List. A list of active CIICs will appear on the screen along with a short description and other related data.

(b) **Step 2.** Scroll through the list to find the CIIC that you wish to review or select the Find Option from the Icon Menu Bar and then enter your search criteria.



siteb034.pcx

(3) **To Add or Delete a CIIC.** The step-by-step procedures for this process are as follows:

(a) **Step 1.** On the Validation Tables Screen, proceed as follows:

[1] **Add.** Select the Insert Option from the Icon Menu Bar and then enter a new CIIC and a short description.

[2] **Delete.** Highlight the row on the CIIC list that contains the record that you wish to delete and then select the Delete Option from the Icon Menu Bar. Select the Yes Option from the dialogue box that appears to confirm the deletion.

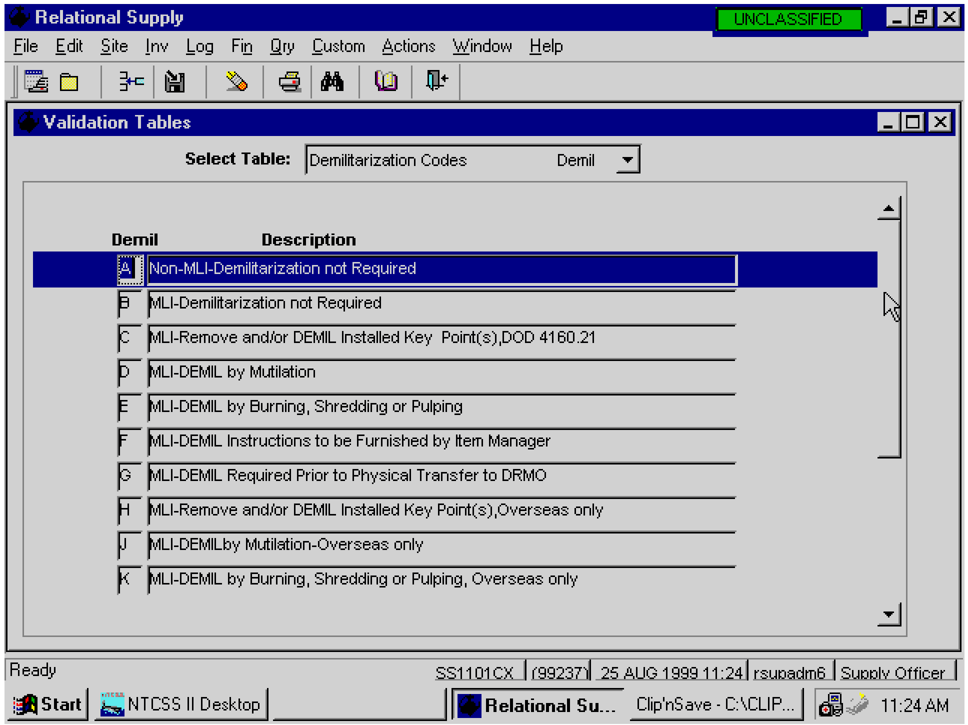
(b) **Step 2.** Select the Apply Option from the Icon Menu Bar to finalize this process.

(c) **Step 3.** Select the Close Screen Option to exit from this process.

NOTE (con't): The system automatically assigns an RO in the *maintain-stock-item* and *levels- setting* processes when adding quantities for the allowances (including a new, separate DBI allowance). When you need a different RO than the one set by RSupply, modify one or more of the allowances and set a limit flag if you changed the DBI allowance type's quantity.

The system also automatically assigns an RP in the *maintain-stock-item* and *levels-setting* processes by multiplying the percentage of RO you provided (IAW TYCOM direction) on the Demand Parameters Screen.

NOTE: You cannot delete a record that is currently active. When you request the deletion of an attached CIIC, the system flags it as inactive. The system will not allow new supply transactions to process using that CIIC. When you complete processing all outstanding transactions using this CIIC, the system will delete it.



siteb035.pcx

e. Demilitarization Codes (Demil.).

(1) General. This table contains all the codes that the system at your activity will use to identify the method and degree of demilitarization that items subject to disposal will require. This function allows you to view each demilitarization code that applies to RSupply.

(2) To View Demilitarization Codes. The step-by-step procedures for this process are as follows:

(a) Step 1. On the Validation Tables Screen, select the Demilitarization Codes Option from the Select Table List. A list of active demil. codes will appear on the screen along with a short description and other related data.

(b) Step 2. Scroll through the list to find the demil. codes that you wish to review or select the Find Option from the Icon Menu Bar and then enter your search criteria.

(3) To Add or Delete a Demilitarization Code. The step-by-step procedures for this process are as follows:

(a) Step 1. On the Validation Tables Screen, proceed as follows:

[1] Add. Select the Insert Option from the Icon Menu Bar and then enter a new demil. code and a short description.

NOTE: You cannot delete a record that is currently active. When you request the deletion of an attached demil. code, the system flags it as inactive. The system will not allow new supply transactions to process using that demil. code. When you complete processing all outstanding transactions using this demil. code, the system will delete it.

[2] **Delete.** Highlight the row on the Demilitarization Code List that contains the record that you wish to delete and then select the Delete Option from the Icon Menu Bar. Select the Yes Option from the dialogue box that appears to confirm the deletion.

(b) Step 2. Select the Apply Option from the Icon Menu Bar to finalize this process.

(c) Step 3. Select the Close Screen Option to exit from this process.

(4) Demilitarization Code Table. The following is a list of the data that appears in this validation table:

Demilitarization Codes

Demil	Description
A	Non-MLI-demilitarization not required
B	MLI-demilitarization not required
C	MLI-remove and/or DEMIL installed key point(s), DOD 4160.21
D	MLI-DEMIL by mutilation
E	MLI-DEMIL by burning, shredding, or pulping
F	MLI-DEMIL instructions to be furnished by item manager
G	MLI-DEMIL required prior to physical transfer to DRMO
H	MLI-Remove and/or DEMIL installed key point(s), overseas only
J	MLI-DEMIL by mutilation, overseas only
K	MLI-DEMIL by burning, shredding, or pulping, overseas only
L	MLI-DEMIL by mutilation, components for major end items
M	MLI-DEMIL by mutilation, overseas only, components for major end items
N	MLI-non-MLI with sensitive applications/marking-DEMIL by remove
P	MLI-security classified item - remove sensitive markings
Q	Strategic list item - mutilate to prevent use
X	Local determination

tbl_2_10

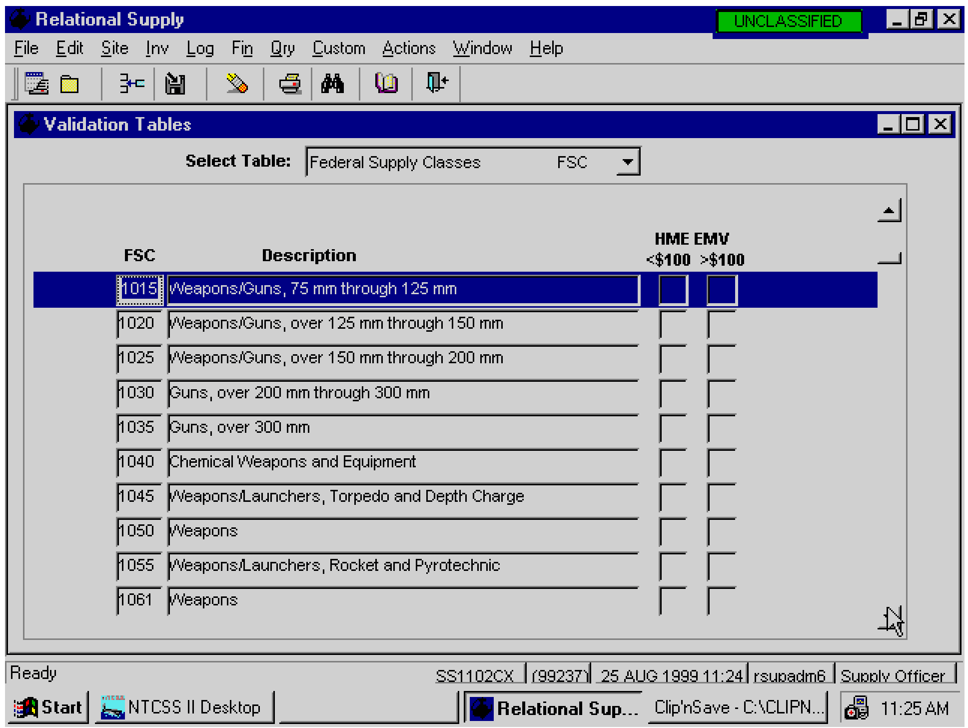
f. Federal Supply Classifications (FSC).

(1) General. This table contains all the codes that the system uses to classify items of supply. This function allows you to view each FSC that applies to RSupply.

(2) **To View Federal Supply Classifications.** The step-by-step procedures for this process are as follows:

(a) **Step 1.** On the Validation Tables Screen, select the Federal Supply Classes Option from the Select Table List. A list of active FSC codes will appear on the screen along with a short description and other related data.

(b) **Step 2.** Scroll through the list to find the FSC codes that you wish to review or select the Find Option from the Icon Menu Bar and then enter your search criteria.



siteb036.pcx

(3) **To Add or Delete a Federal Supply Classification.** The step-by-step procedures for this process are as follows:

(a) **Step 1.** On the Validation Tables Screen, proceed as follows:

[1] **Add.** Select the Insert Option from the Icon Menu Bar and then enter a new FSC code and a short description.

[2] **Delete.** Highlight the row on the Federal Supply Classifications List that contains the record that you wish to delete and then select the Delete Option from the Icon Menu Bar. Select the Yes Option from the dialogue box that appears to confirm the deletion.

NOTE: You cannot delete a record that is currently active. When you request the deletion of an attached FSC code, the system flags it as inactive. The system will not allow new supply transactions to process using that FSC code. When you complete processing all outstanding transactions using this FSC code, the system will delete it.

(b) **Step 2.** Select the Apply Option from the Icon Menu Bar to finalize this process.

(c) **Step 3.** Select the Close Screen Option to exit from this process.

(4) **Federal Supply Classifications Table.** The following is a list of the data that appears in this validation table:

Federal Supply Classes

FSC	Description
0000	FSC Unknown - for use with NICN beginning with LL
0088	COSAL NICN
0089	COSAL NICN
0097	COSAL NICN
0098	COSAL NICN
0099	COSAL NICN
0100	1I COG FORM
0101	1I COG FORM
0102	1I COG FORM
0103	1I COG FORM
0104	1I COG FORM
0105	1I COG FORM
0106	1I COG FORM
0107	1I COG FORM
0108	1I COG FORM
0109	1I COG FORM
0110	1I COG FORM
0111	1I COG FORM
0112	1I COG FORM
0113	1I COG FORM
0114	1I COG FORM
0115	1I COG FORM
0116	1I COG FORM
0117	1I COG FORM
0118	1I COG FORM
0119	1I COG FORM
0120	1I COG FORM
0130	1I COG FORM
0140	1I COG FORM
0141	1I COG FORM
0145	Conversion

tbl2_11

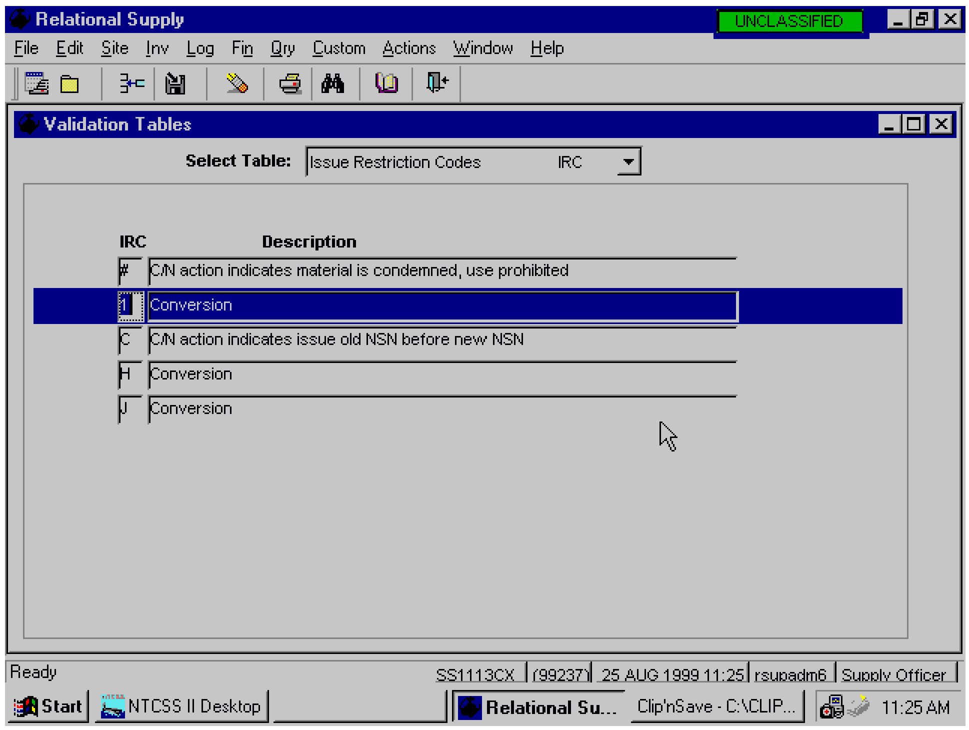
g. Issue Restriction Codes (IRC).

(1) **General.** The system uses the codes in this table (locally defined) to restrict applicable stock items from routine issue. This function allows you to view each IRC that applies to RSupply.

(2) **To View Issue Restriction Codes.** The step-by-step procedures for this process are as follows:

(a) **Step 1.** On the Validation Tables Screen, select the Issue Restriction Codes Option from the Select Table List. A list of active IRCs will appear on the screen along with a short description and other related data.

(b) **Step 2.** Scroll through the list to find the IRCs that you wish to review or select the Find Option from the Icon Menu Bar and then enter your search criteria.



siteb037.pcx

NOTE: You cannot delete a record that is currently active. When you request the deletion of an attached IRC, the system flags it as inactive. The system will not allow new supply transactions to process using that IRC. When you complete processing all outstanding transactions using this IRC, the system will delete it.

(3) **To Add or Delete an Issue Restriction Code.** The step-by-step procedures for this process are as follows:

(a) **Step 1.** On the Validation Tables Screen, proceed as follows:

[1] **Add.** Select the Insert Option from the Icon Menu Bar and then enter a new IRC and a short description.

[2] **Delete.** Highlight the row on the IRCs list that contains the record that you wish to delete and then select the Delete Option from the Icon Menu Bar. Select the Yes Option from the dialogue box that appears to confirm the deletion.

(b) **Step 2.** Select the Apply Option from the Icon Menu Bar to finalize this process.

(c) **Step 3.** Select the Close Screen Option to exit from this process.

(4) **Issue Restriction Code Table.** The following is a list of the data that appears in this validation table:

NOTE: IRC are assigned locally. Both code and description are unique to the activity.

Issue Restriction Codes

IRC	Description
#	C/N action indicates material condemned, use prohibited.
1	Conversion *
C	C/N action indicates issue old NSN before new NSN.
H	Conversion *
J	Conversion *
S	SUPPLY APPROVAL REQUIRED
T	SUPPLY APPROVAL REQUIRED

* Codes assigned, but not defined during conversion.

tbl_2_12

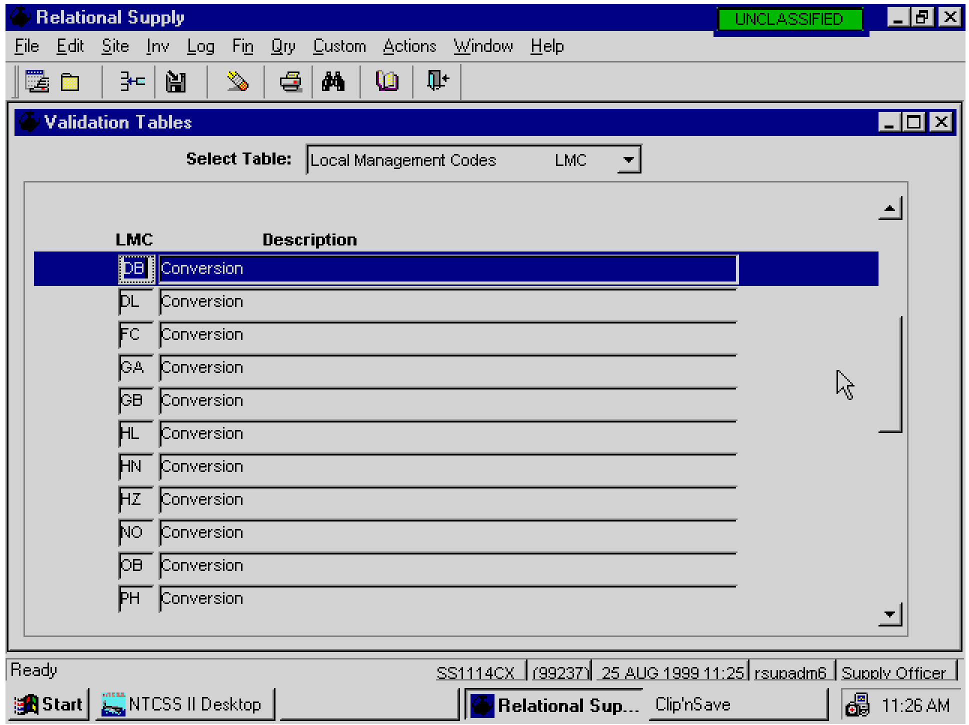
h. Local Management Codes (LMC).

(1) **General.** The system uses the codes in this table (locally assigned) to flag stock items for special attention. You can assign multiple LMCs.

(2) **To View Local Management Codes.** The step-by-step procedures for this process are as follows:

(a) **Step 1.** On the Validation Tables Screen, select the Local Management Codes Option from the Select Table List. A list of active LMCs will appear on the screen along with a short description and other related data.

(b) **Step 2.** Scroll through the list to find the LMCs that you wish to review or select the Find Option from the Icon Menu Bar and then enter your search criteria.



siteb038.pcx

NOTE: You cannot delete a record that is currently active. When you request the deletion of an attached LMC, the system flags it as inactive. The system will not allow new supply transactions to process using that LMC. When you complete processing all outstanding transactions using this LMC, the system will delete it.

(3) **To Add or Delete a Local Management Code.** The step-by-step procedures for this process are as follows:

(a) **Step 1.** On the Validation Tables Screen, proceed as follows:

[1] **Add.** Select the Insert Option from the Icon Menu Bar and then enter a new LMC and a short description.

[2] **Delete.** Highlight the row on the LMCs list that contains the record that you wish to delete and then select the Delete Option from the Icon Menu Bar. Select the Yes Option from the dialogue box that appears to confirm the deletion.

(b) **Step 2.** Select the Apply Option from the Icon Menu Bar to finalize this process.

(c) **Step 3.** Select the Close Screen Option to exit from this process.

(4) **Local Management Code Table.** The following is a list of the data that appears in this validation table:

Local Management Codes

LMC	Description	LMC	Description
AM	Conversion	OO	FMC test
AN	Conversion	PH	Conversion
BC	Conversion	PK	Conversion
BO	Conversion	PL	Conversion
C2	Conversion	PP	Conversion
CG	Conversion	QA	Conversion
CK	Conversion	QG	Conversion
CM	Conversion	QP	Conversion
DB	Conversion	QS	Conversion
DL	Conversion	RF	Conversion
FC	Conversion	RP	Conversion
GA	Conversion	S3	Conversion
GB	Conversion	S6	Conversion
HL	Conversion	S7	Conversion
HN	Conversion	SB	Conversion
HZ	Conversion	SV	Conversion
MF	Conversion	TS	Conversion
NO	Conversion	XD	Conversion
NW	Conversion	XX	Conversion
OB	Conversion		

Note: Codes currently assigned on board without any description.

tbl2_13

NOTE: LMC table is maintained at the activity level. Both code and description are assigned locally and therefore are non-standard.

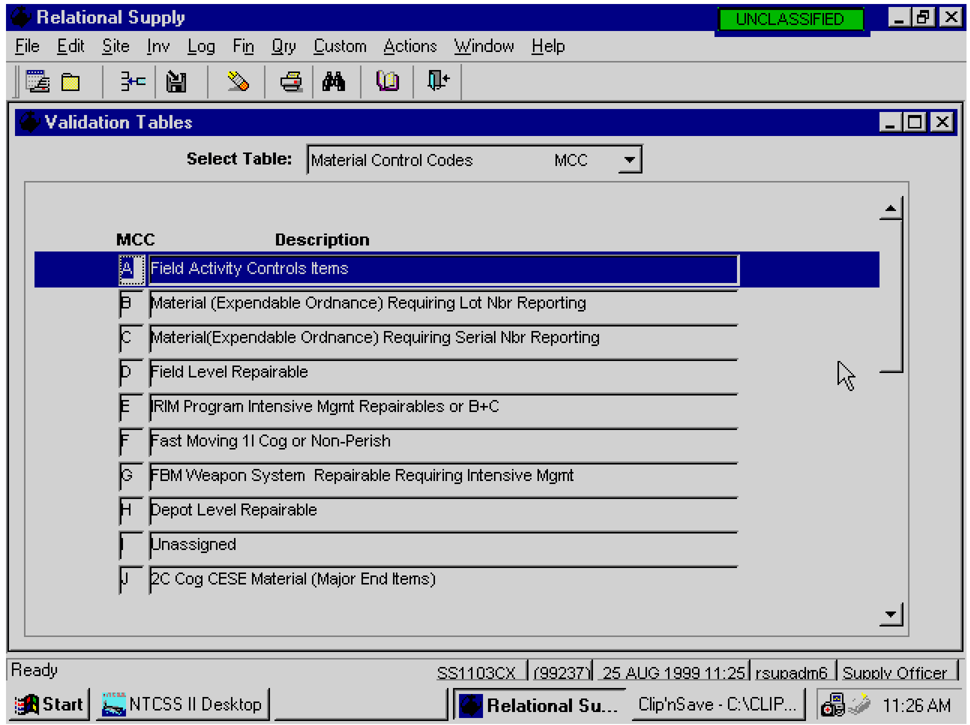
i. Material Control Codes (MCC).

(1) **General.** The system uses the codes in this table to indicate product or commodity identification, special purpose, or an inventory control characteristic. In addition, this code is for use in informing field activities of special reporting or control codes and the definition and cognizant ICP that pertains to each.

(2) **To View Material Control Codes.** The step-by-step procedures for this process are as follows:

(a) **Step 1.** On the Validation Tables Screen, select the Material Control Codes Option from the Select Table List. A list of active MCCs will appear on the screen along with a short description and other related data.

(b) **Step 2.** Scroll through the list to find the MCCs that you wish to review or select the Find Option from the Icon Menu Bar and then enter your search criteria.



siteb039.pcx

NOTE: You cannot delete a record that is currently active. When you request the deletion of an attached MCC, the system flags it as inactive. The system will not allow new supply transactions to process using that MCC. When you complete processing all outstanding transactions using this MCC, the system will delete it.

(3) **To Add or Delete a Material Control Code.** The step-by-step procedures for this process are as follows:

(a) **Step 1.** On the Validation Tables Screen, proceed as follows:

[1] **Add.** Select the Insert Option from the Icon Menu Bar and then enter a new MCC and a short description.

[2] **Delete.** Highlight the row on the MCCs list that contains the record that you wish to delete and then select the Delete Option from the Icon Menu Bar. Select the Yes Option from the dialogue box that appears to confirm the deletion.

(b) **Step 2.** Select the Apply Option from the Icon Menu Bar to finalize this process.

(c) **Step 3.** Select the Close Screen Option to exit from this process.

(4) **Material Control Code Table.** The following is a list of the data that appears in this validation table:

MCC	Description
A	Field activity controls items
B	Material (expendable ordnance) requiring lot number reporting
C	Material (expendable ordnance) requiring serial number reporting
D	Field level repairable
E	IRIM program intensive management repairables or B+C
F	Fast-moving 1I Cog or non-perish
G	FBM weapon system repairable requiring intensive management
H	Depot level repairable
I	Unassigned
J	2C Cog CESE material (major end items)
K	Material (explosive ordnance) requiring periodic lot number reporting
L	Local stock items pending NSN assignment
M	Medium demand velocity items (consumables)
N	1I Cog not stocked print on demand flat forms
P	Perishable subsistence items
Q	FBM weapon system repairable requisition special test, report or inspection
R	Resale - brand name perishable subsistence
S	Slow demand velocity items (consumables)
T	Terminal items
U	Fast-moving centrally managed 1I Cog (overseas only)
V	2C Cog CEEI material (major ends items)
W	Ground support equipment (end items)
X	Special program repairables
Y	2C Cog secondary items supporting CEEI (major end items)
Z	Special program repairables

Material Control Codes

tbl2_14

(5) Assign Material Control Code.

(a) This usually manual process (LS/Marine) adds an MCC to the record for each line item that has a DLR Cog, a DLA tech Cog, or a 9M Cog. DLA Cogs 3G, 3N, and 3Z require an MCC of F or P. The CDA-controlled validation table of MCCs does not allow assignment of an MCC that is not already in the MCC Table (VTP).

(b) MCC data has the following sources:

[1] NAVICP through DI X05, E-38, or change-notice processing;

[2] Other ship's files (SUTRAN or MALSP);

[3] Research of ICP documentation (material reference) and subsequent input to records using DI X09 or X05 processing;

[4] Interactive changes using DI NC9 processing;

[5]Approval or alteration resulting from QA of allowance aids (allowance change).

(c) If the mechanism is a DI X05 batch process, the system automatically sets the MCC to D for items with a Cog of 3C, 3Z, 3G, or 3N (BMF) regardless of the Cog on the DI X05 document.

(d) Use reports 20 and 21 of the BMFRPT utility to identify records that do not have an MCC or that have an erroneous MCC on file. Generally, you will assign the same MCC that appears in the FedLog, ML-N, P2300, or other reference source.

(e) A DI NZ1 change-notice document (batch process) will change or set an MCC. However, the system considers this a batch category 1 document and will not process it if the record has an FRC, unless you selected an override code for the DI NC9 process. An inventory flag also will prevent the system from changing the MCC.

[f] If you use batch processing to assign or delete an MCC of D, E, G, H, Q, or X to a line item, the system will generate a Repairable MCC Decision Listing to use in relocating material. If you changed the MCC interactively, the record posts to a stock listing.

[g] Upon assigning an MCC of A or L to a line item, the system applies decision logic which will control receipt-processing procedures differently from all other NWCF fund-coded receipts.

[h] Paragraph 085313-2.c of the NAVCOMPT Manual dictates the use of MCC for financial reporting.

[i] Each DI that establishes or changes an MCC will write to the MTL or QTL.

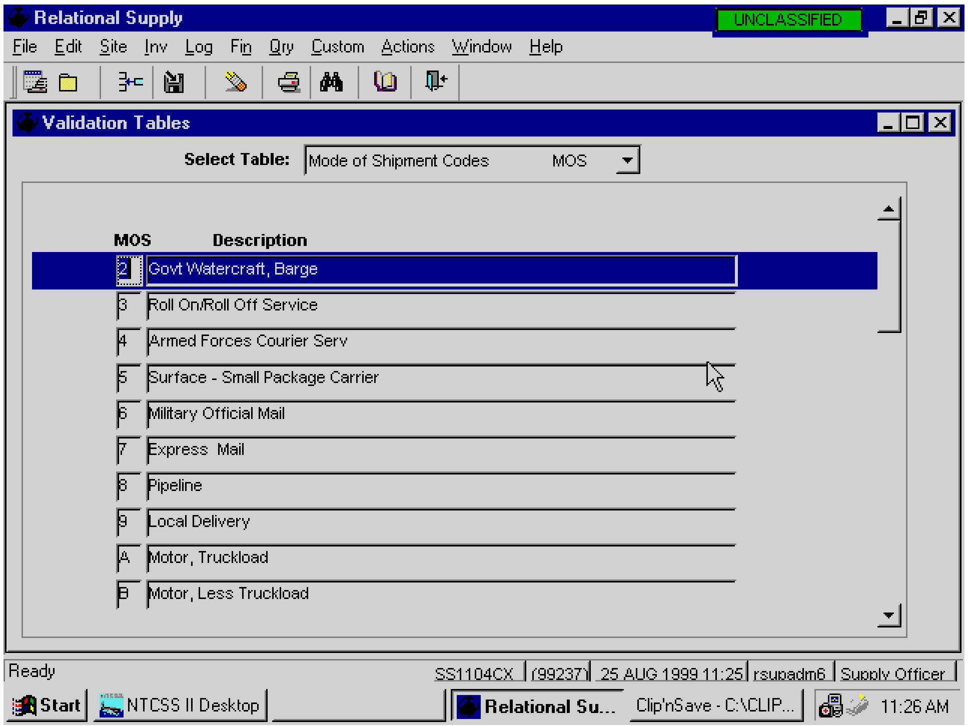
j. Mode of Shipment (MOS) Codes.

(1) General. The system uses the codes in this table to identify a shipper's initial method of movement.

(2) **To View Mode of Shipment Codes.** The step-by-step procedures for this process are as follows:

(a) **Step 1.** On the Validation Tables Screen, select the Mode of Shipment Codes Option from the Select Table List. A list of active MOS codes will appear on the screen along with a short description and other related data.

(b) **Step 2.** Scroll through the list to find the MOS codes that you wish to review or select the Find Option from the Icon Menu Bar and then enter your search criteria.



siteb040.pcx

(3) **To Add or Delete a Mode of Shipment Code.** The step-by-step procedures for this process are as follows:

(a) **Step 1.** On the Validation Tables Screen, proceed as follows:

[1] **Add.** Select the Insert Option from the Icon Menu Bar and then enter a new MOS and a short description.

[2] **Delete.** Highlight the row on the MOS codes list that contains the record that you wish to delete and then select the Delete Option from the Icon Menu Bar. Select the Yes Option from the dialogue box that appears to confirm the deletion.

NOTE: You cannot delete a record that is currently active. When you request the deletion of an attached MOS, the system flags it as inactive. The system will not allow new supply transactions to process using that MOS. When you complete processing all outstanding transactions using this MOS, the system will delete it.

(b) **Step 2.** Select the Apply Option from the Icon Menu Bar to finalize this process.

(c) **Step 3.** Select the Close Screen Option to exit from this process.

(4) **Mode of Shipment Code Table.** The following is a list of the data that appears in this validation table:

Mode of Shipment Codes

MOS	Description
2	Government watercraft, barge
3	Roll on/roll off service
4	Armed forces courier service
5	Surface - small package carrier
6	Military official mail
7	Express mail
8	Pipeline
9	Local delivery
A	Motor, truckload
B	Motor, less truckload
C	Van
D	Driveway, towaway
E	Busline
F	Military airlift command
G	Surface parcel post
H	Air parcel post
I	Government truck
J	Air small package carrier
K	Rail, carload
L	Rail, less carload
M	Freight forwarder
N	LOGAIR
O	Organic military air
P	Through bill of lading
Q	Air freight
R	Air express
S	Scheduled truck service
T	Air freight forwarder
U	QUICKTRANS
V	SEAVAN service
W	Water, river (commercial)
X	Bearer walk-through
Y	Intra-theater airlift system
Z	Military sealift command

tbl2_15

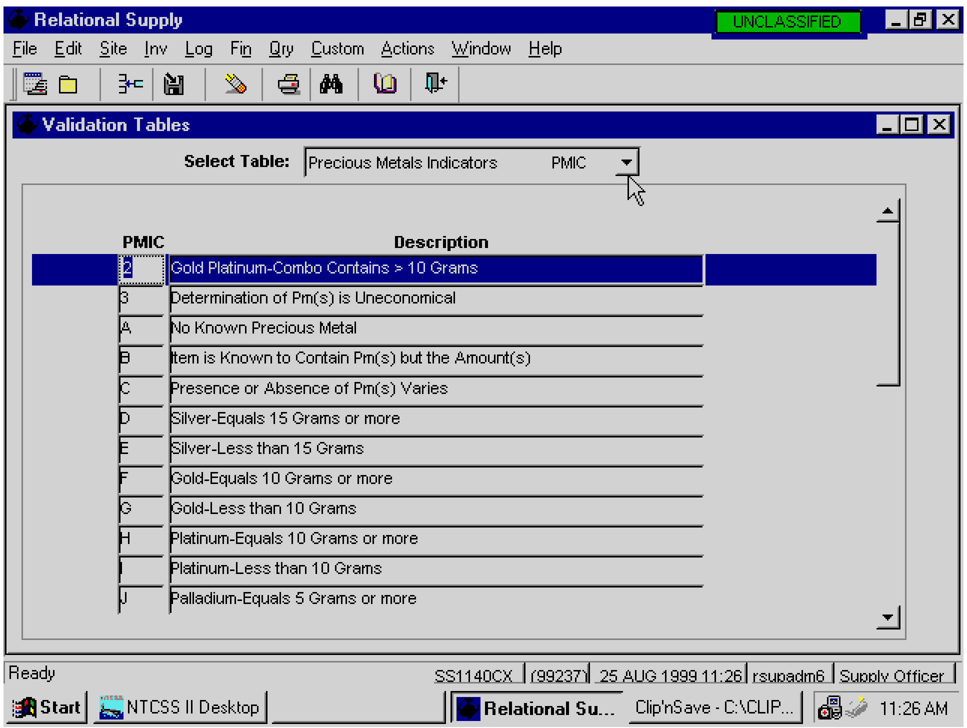
k. **Precious Metals Indicator Codes (PMIC).**

(1) **General.** The system uses the codes in this table to identify the precious metal content of items that personnel turn in for disposal. This function allows you to view each PMIC that applies to RSupply.

(2) To View Precious Metals Indicator Codes. The step-by-step procedures for this process are as follows:

(a) Step 1. On the Validation Tables Screen, select the Precious Metals Indicators Option from the Select Table List. A list of active PMICs will appear on the screen along with a short description and other related data.

(b) Step 2. Scroll through the list to find the PMICs that you wish to review or select the Find Option from the Icon Menu Bar and then enter your search criteria.



siteb041.pcx

(3) To Add or Delete a Precious Metals Indicator Code. The step-by-step procedures for this process are as follows:

(a) Step 1. On the Validation Tables Screen, proceed as follows:

[1] Add. Select the Insert Option from the Icon Menu Bar and then enter a new PMIC and a short description.

[2] Delete. Highlight the row on the PMICs list that contains the record that you wish to delete and then select the Delete Option from the Icon Menu Bar. Select the Yes Option from the dialogue box that appears to confirm the deletion.

NOTE: You cannot delete a record that is currently active. When you request the deletion of an attached PMIC, the system flags it as inactive. The system will not allow new supply transactions to process using that PMIC. When you complete processing all outstanding transactions using this PMIC, the system will delete it.

(b) **Step 2.** Select the Apply Option from the Icon Menu Bar to finalize this process. Depending on the size of the report, it may appear on the screen or the system may forward it for batch processing.

(c) **Step 3.** Select the New Request Option to process another record or the Close Screen Option to exit from this process.

(4) **Precious Metals Indicator Code Table.** The following is a list of the data that appears in this validation table:

Precious Metals Indicators

PMIC	Description
2	Gold platinum-combo contains > 10 grams
3	Determination of pm(s) is uneconomical
A	No known precious metal
B	Item is known to contain pm(s) but the amount(s)
C	Presence or absence of pm(s) varies
D	Silver-equals 15 grams or more
E	Sliver-less than 15 grams
F	Gold-equals 10 grams or more
G	Gold-less than 10 grams
H	Platinum-equals 10 grams or more
I	Platinum-less than 10 grams
J	Palladium-equals 5 grams or more
K	Palladium-less than 5 grams
L	Iridium-equals 20 grams or more
M	Iridium-less than 20 grams
N	Rhodium-equals 15 grams or more
O	Rhodium-less than 15 grams
P	Osmium-equals 10 grams or more
Q	Osmium-than 10 grams
R	Ruthenium-equals 10 grams or more
S	Ruthenium-less than 10 grams
T	Silver-gold-combination equals 15 grams or more
U	Silver-gold-combination contains less than 15 grams
V	Silver-platinum-combo equals 15 grams or more
W	Silver-platinum-combo contains less than 15 grams
X	Silver-gold-platinum-combo equals 15 grams
Y	Silver-gold-platinum-combo contains >15 grams
Z	Gold-platinum-combo equals 10 grams or more

tbl2_16

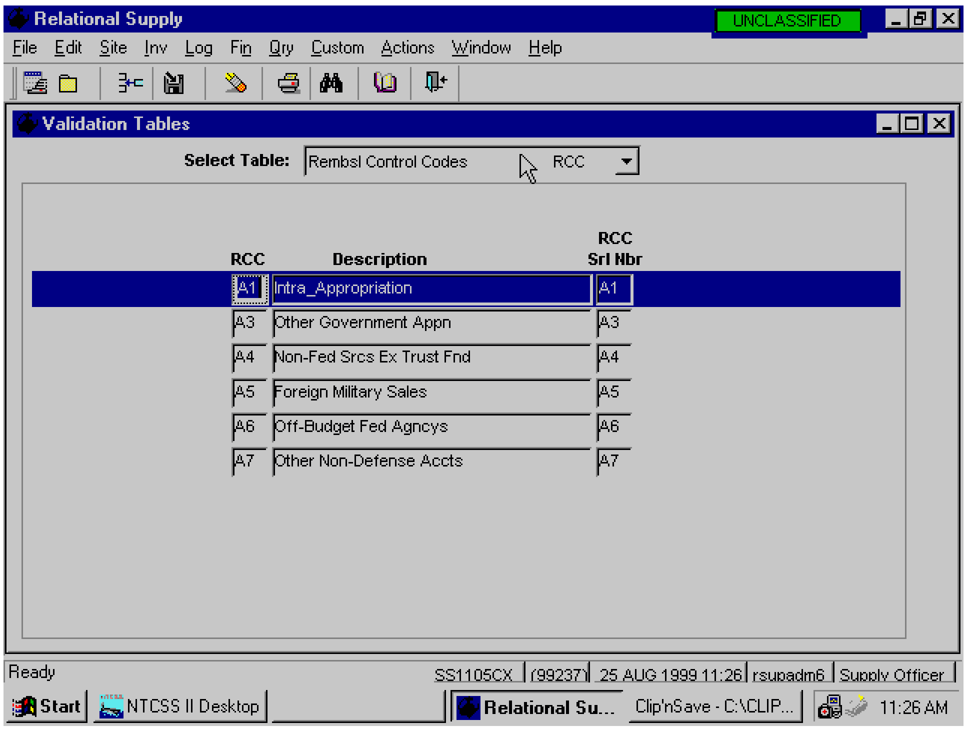
l. Reimbursable Control Codes (RCC).

(1) **General.** The system uses the codes in this table to compare to serial numbers and validate them.

(2) **To View Reimbursable Control Codes.** The step-by-step procedures for this process are as follows:

(a) **Step 1.** On the Validation Tables Screen, select the Reimbursable Control Codes Option from the Select Table List. A list of active RCCs will appear on the screen along with a short description and other related data.

(b) **Step 2.** Scroll through the list to find the RCCs that you wish to review or select the Find Option from the Icon Menu Bar and then enter your search criteria.



siteb042.pcx

(3) **To Add or Delete a Reimbursable Control Code.** The step-by-step procedures for this process are as follows:

(a) **Step 1.** On the Validation Tables Screen, proceed as follows:

[1] **Add.** Select the Insert Option from the Icon Menu Bar and then enter a new RCC and a short description.

[2] **Delete.** Highlight the row on the RCCs list that contains the record that you wish to delete and then select the Delete Option from the Icon Menu Bar. Select the Yes Option from the dialogue box that appears to confirm the deletion.

(b) **Step 2.** Select the Apply Option from the Icon Menu Bar to finalize this process.

NOTE: You cannot delete a record that is currently active. When you request the deletion of an attached RCC, the system flags it as inactive. The system will not allow new supply transactions to process using that RCC. When you complete processing all outstanding transactions using this RCC, the system will delete it.

(c) **Step 3.** Select the Close Screen Option to exit from this process.

(4) **Reimbursable Control Code Table.** The following is a list of the data that appears in this validation table:

Reimbursable Control Codes

RCC	Description	RCC Srl Nbr
A1	Intra-appropriation	A1
A3	Other government appn	A3
A4	Non-fed services ex trust fund	A4
A5	Foreign military sales	A5
A6	Off-budget fed agencies	A6
A7	Other non-defense accts	A7
RC	Test REIMB	RC

tbl2_17

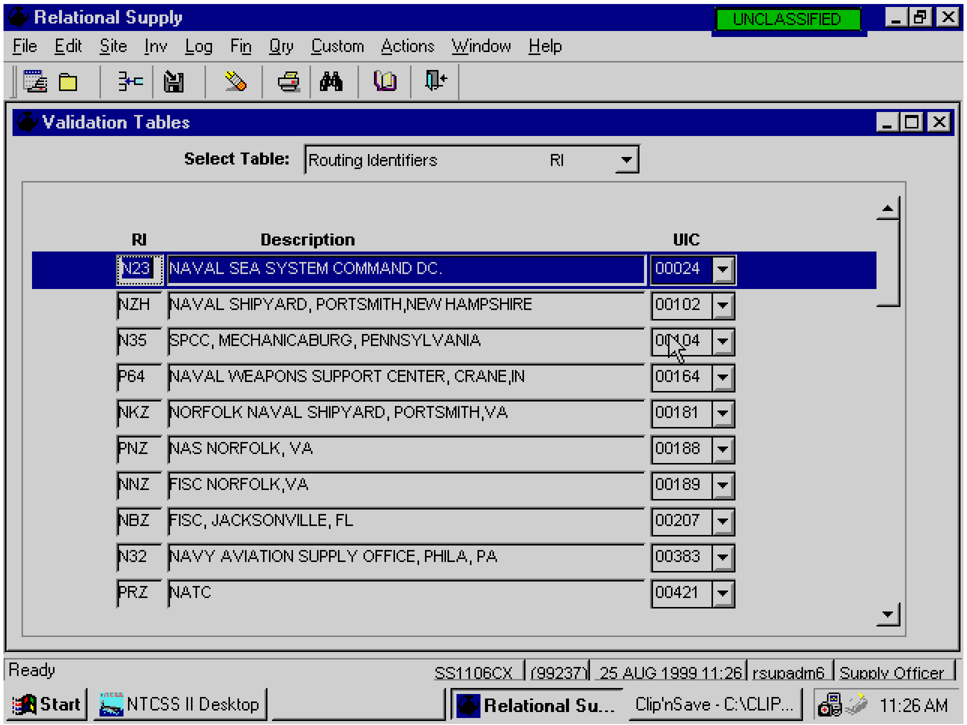
m. **Routing Identifiers (RI)**.

(1) **General.** The system uses the codes in this table to provide an address for supply actions, identify the actual consignor (shipper), and identify the inventory manager originating the action.

(2) **To View Routing Identifiers.** The step-by-step procedures for this process are as follows:

(a) **Step 1.** On the Validation Tables Screen, select the Routing Identifiers Option from the Select Table List. A list of active RIs will appear on the screen along with a short description and other related data.

(b) **Step 2.** Scroll through the list to find the RIs that you wish to review or select the Find Option from the Icon Menu Bar and then enter your search criteria.



siteb043.pcx

(3) To Add or Delete a Routing Identifier. The step-by-step procedures for this process are as follows:

(a) Step 1. On the Validation Tables Screen, proceed as follows:

[1] Add. Select the Insert Option from the Icon Menu Bar and then enter a new RI and a short description.

[2] Delete. Highlight the row on the RIs list that contains the record that you wish to delete and then select the Delete Option from the Icon Menu Bar. Select the Yes Option from the dialogue box that appears to confirm the deletion.

(b) Step 2. Select the Apply Option from the Icon Menu Bar to finalize this process.

(c) Step 3. Select the Close Screen Option to exit from this process.

(4) Routing Identifiers Table. The following is a list of the data that appears in this validation table:

NOTE: You cannot delete a record that is currently active. When you request the deletion of an attached RI, the system flags it as inactive. The system will not allow new supply transactions to process using that RI. When you complete processing all outstanding transactions using this RI, the system will delete it.

NOTE: For a complete listing of RIs, please refer to the P-485.

Routing Identifiers

RI	Description	UIC
N23	Naval Sea System Command DC	00024
NZH	Naval Shipyard, Portsmouth, NH	00102
N35	SPCC, Mechanicsburg, PA	00104
P64	Naval Weapons Support Center, Crane, IN	00164
NKZ	Norfolk Naval Shipyard, Portsmouth, VA	00181
PNZ	NAS Norfolk, VA	00189
NNB	DLA Bulk Fuel	00189
NNZ	FISC Norfolk, VA	00189
NBZ	FISC, Jacksonville, FL	00207
N32	Navy Aviation Supply Office, Philadelphia, PA	00383
PRZ	NATC	00421
PKZ	NAS Whidbey Island, Oak Harbor, WA	00620
R2U	USS Saratoga	03360
R2W	USS Independence	03362
R3B	USS Constellation	03364
R3D	USS Enterprise	03365
R3F	USS America	03366
R3H	USS John F Kennedy	03367
R2P	USS Nimitz	03368
R2A	USS Eisenhower	03369
R9F	USNS Niagra Falls	05834
R3D	Enterprise (SQ)	09875
R9K	USS San Diego	20116
R3U	USS Nassau	20725
R2B	USS Carl Vinson	20993
R2Y	USS Theodore Roosevelt	21247
R2Z	USS Abraham Lincoln	21297
R2G	USS George Washington	21412
NEW	USS John C Stennis	21847
FHZ	Tinker AFB, OK	43713
R9R	USNS Saturn	46849
NUV	NAVSEA TOB	48096
R43	Naval Air Station Command	48535
POZ	NAS Oceana	60191
Q16	NAS Cecil Field	60200
P29	NS Mayport, FL	60201
P15	CNATRA VT-21	60241
P19	VT-7	63043
R24	Naval Sys Engineering Ctr, Portsmouth, VA	65580
NNZ	NSC DLR Agent Norfolk, VA	68620
NBZ	NSC DLR Agent Jacksonville, FL	68838
ST1	DRMO Norfolk, VA	X1493

tbl2_18

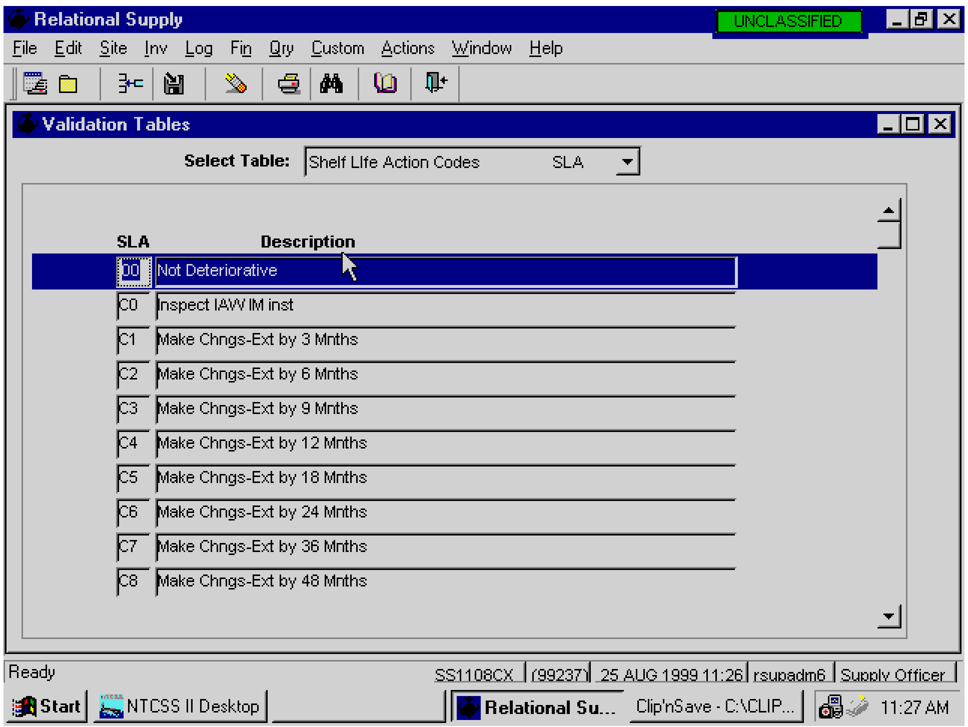
n. Shelf-life Action Codes (SLAC).

(1) **General.** The system uses the codes in this table to denote the action you need to take for an item upon expiration of its shelf-life.

(2) **To View Shelf-life Action Codes.** The step-by-step procedures for this process are as follows:

(a) **Step 1.** On the Validation Tables Screen, select the Shelf-life Action Codes Option from the Select Table List. A list of active SLACs will appear on the screen along with a short description and other related data.

(b) **Step 2.** Scroll through the list to find the SLACs that you wish to review or select the Find Option from the Icon Menu Bar and then enter your search criteria.



siteb044.pcx

(3) **To Add or Delete a Shelf-life Action Code.** The step-by-step procedures for this process are as follows:

(a) **Step 1.** On the Validation Tables Screen, proceed as follows:

[1] **Add.** Select the Insert Option from the Icon Menu Bar and then enter a new SLAC and a short description.

[2] **Delete.** Highlight the row on the SLACs list that contains the record that you wish to delete and then select the Delete Option from the Icon Menu Bar. Select the Yes Option from the dialogue box that appears to confirm the deletion.

(b) **Step 2.** Select the Apply Option from the Icon Menu Bar to finalize this process.

NOTE: You cannot delete a record that is currently active. When you request the deletion of an attached SLAC, the system flags it as inactive. The system will not allow new supply transactions to process using that SLAC. When you complete processing all outstanding transactions using this SLAC, the system will delete it.

(c) **Step 3.** Select the Close Screen Option to exit from this process.

(4) **Shelf-life Action Code Table.** The following is a list of the data that appears in this validation table:

Shelf-life Action Codes

SLA	Description
00	Not deteriorative
C0	Inspect IAW IM inst
C1	Make changes-extend by 3 months
C2	Make changes-extend by 6 months
C3	Make changes-extend by 9 months
C4	Make changes-extend by 12 months
C5	Make changes-extend by 18 months
C6	Make changes-extend by 24 months
C7	Make changes-extend by 36 months
C8	Make changes-extend by 48 months
C9	Make changes-extend by 60 months
CA	Can not be extended
CB	Can not be extended
CC	Can not be extended
CD	Can not be extended
CE	Can not be extended
CF	Can not be extended
CG	Can not be extended
CH	Can not be extended
CI	Can not be extended
CJ	Can not be extended
CK	Can not be extended
CL	Can not be extended
CM	Can not be extended
CN	Can not be extended
CP	Can not be extended
CQ	Can not be extended
CR	Can not be extended
CS	Can not be extended
CT	Incorporate all mandatory changes
CU	Can not be extended
CV	Can not be extended
CW	Can not be extended
CX	Test – extend by > 60 months
CY	Can not be extended
CZ	Can not be extended

tbl2_19a

Shelf-life Action Codes (Con't)

SLA	Description
TC	Can not be extended
TD	Can not be extended
TE	Can not be extended
TF	Can not be extended
TG	Can not be extended
TH	Can not be extended
TI	Can not be extended
TJ	Can not be extended
TK	Can not be extended
TL	Can not be extended
TM	Can not be extended
TN	Can not be extended
TP	Can not be extended
TQ	Can not be extended
TR	Can not be extended
TS	Can not be extended
TU	Can not be extended
TV	Can not be extended
TW	Can not be extended
TX	Test - extend by > 60 months
TY	Can not be extended
TZ	Can not be extended
UU	Unsuitable for restoration
X0	Test - extend By 60 months
X1	Test - extend by 3 months
X2	Test - extend by 6 months
X3	Test - extend by 9 months
X4	Test - extend by 12 months
X5	Test - extend by 18 months
X6	Test - extend by 24 months
X7	Test - extend by 36 months
X8	Test - extend by 48 months
X9	Test - extend by 60 months
XA	Can not be extended
XS	Can not be extended
XC	Can not be extended
XD	Can not be extended
XE	Can not be extended
XF	Can not be extended
XG	Can not be extended
XH	Can not be extended
XI	Can not be extended
XJ	Can not be extended
XK	Can not be extended
XL	Can not be extended
XM	Can not be extended
XN	Can not be extended
XP	Can not be extended
XQ	Can not be extended
XR	Can not be extended
XS	Can not be extended
XU	Can not be extended
XV	Can not be extended

tbl2_19b

Shelf-life Action Codes (Con't)

SLA	Description
L0	Test - nondeteriorative
L1	Test - extend by 3 months
L2	Test - extend by 6 months
L3	Test - extend by 9 months
L4	Test - extend by 12 months
L5	Test - extend by 18 months
L6	Test - extend by 24 months
L7	Test - extend by 36 months
L8	Test - extend by 48 months
L9	Test - extend by 60 months
LA	Can not be extended
LB	Can not be extended
LC	Can not be extended
LD	Can not be extended
LE	Can not be extended
LF	Can not be extended
LG	Can not be extended
LH	Can not be extended
LI	Can not be extended
LJ	Can not be extended
LK	Can not be extended
LL	Can not be extended
LM	Can not be extended
LN	Can not be extended
LP	Can not be extended
LQ	Can not be extended
LR	Can not be extended
LS	Can not be extended
LU	Can not be extended
LV	Can not be extended
LW	Can not be extended
LX	Test - extend by 60 > months
LY	Can not be extended
LZ	Can not be extended
RD	Replace deteriorated part
RJ	Assign to fuel meter equipment
RN	Provide for fluid tests
S9	Safety items
SA	Salvage
SB	Request inst from Im
T0	Test - nondeteriorative
T1	Test - extend by 3 months
T2	Test - extend by 6 months
T3	Test - extend by 9 months
T4	Test - extend by 12 months
T5	Test - extend by 18 months
T6	Test - extend by 24 months
T7	Test - extend by 36 months
T8	Test - extend by 48 months
T9	Test - extend by 60 months
TA	Can not be extended
TB	Can not be extended

tbl2_19c

Shelf-life Action Codes (Con't)

SLA	Description
XW	Can not be extended
XX	Test - extend by > 60 months
XY	Can not be extended
XZ	Can not be extended

tbl2_19d

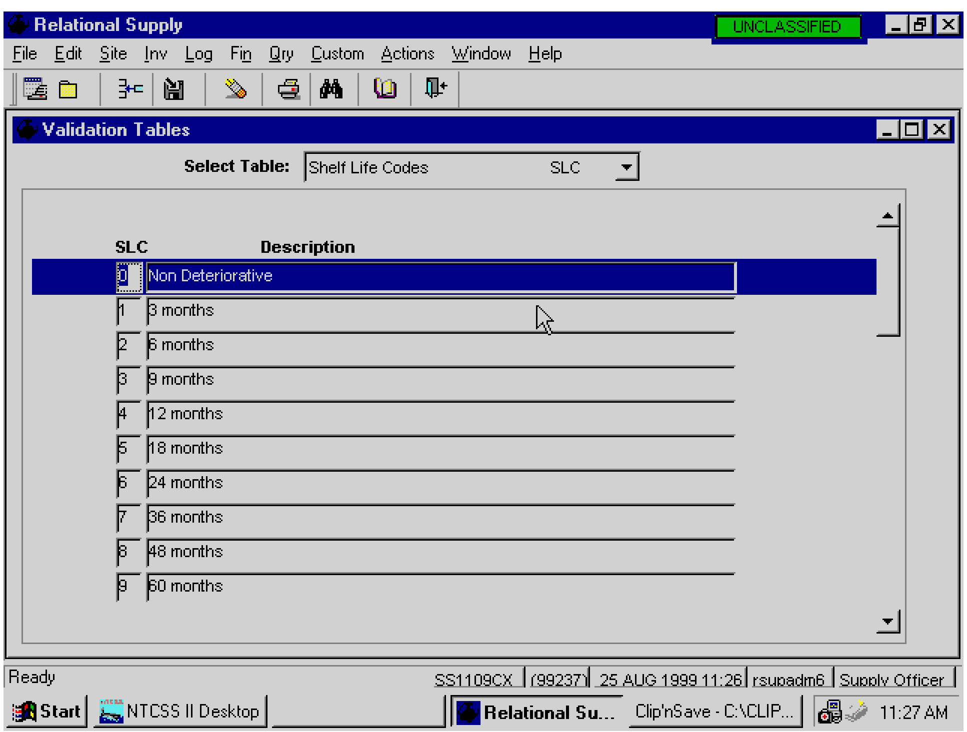
o. Shelf-life Codes (SLC).

(1) General. The system uses the codes in this table to denote the shelf-life span of material. This is the period beginning from the date of manufacture or previous inspection to the date of test for continued usefulness or disposition.

(2) To View Shelf-life Codes. The step-by-step procedures for this process are as follows:

(a) Step 1. On the Validation Tables Screen, select the Shelf-life Codes Option from the Select Table List. A list of active SLCs will appear on the screen along with a short description and other related data.

(b) Step 2. Scroll through the list to find the SLCs that you wish to review or select the Find Option from the Icon Menu Bar and then enter your search criteria.



siteb045.pcx

NOTE: You cannot delete a record that is currently active. When you request the deletion of an attached SLC, the system flags it as inactive. The system will not allow new supply transactions to process using that SLC. When you complete processing all outstanding transactions using this SLC, the system will delete it.

(3) **To Add or Delete a Shelf-life Code.** The step-by-step procedures for this process are as follows:

(a) **Step 1.** On the Validation Tables Screen, proceed as follows:

[1] **Add.** Select the Insert Option from the Icon Menu Bar and then enter a new SLC and a short description.

[2] **Delete.** Highlight the row on the SLCs list that contains the record that you wish to delete and then select the Delete Option from the Icon Menu Bar. Select the Yes Option from the dialogue box that appears to confirm the deletion.

(b) **Step 2.** Select the Apply Option from the Icon Menu Bar to finalize this process.

(c) **Step 3.** Select the Close Screen Option to exit from this process.

(4) **Shelf-life Code Table.** The following is a list of the data that appears in this validation table:

Shelf Life Codes

SLC	Description	SLC	Description
0	Non Deteriorative	I	72 months
1	3 months	J	15 months
2	6 months	K	18 months
3	9 months	L	21 months
4	12 months	M	24 months
5	18 months	N	27 months
6	24 months	P	30 months
7	36 months	Q	36 months
8	48 months	R	48 months
9	60 months	S	60 months
A	1 month	T	84 months
B	2 months	U	96 months
C	3 months	V	108 months
D	4 months	W	120 months
E	5 months	X	Medical/chem clothing/
F	6 months		parachutes > 60 months
G	9 months	Y	144 months
H	12 months	Z	240 months

tbl2_20

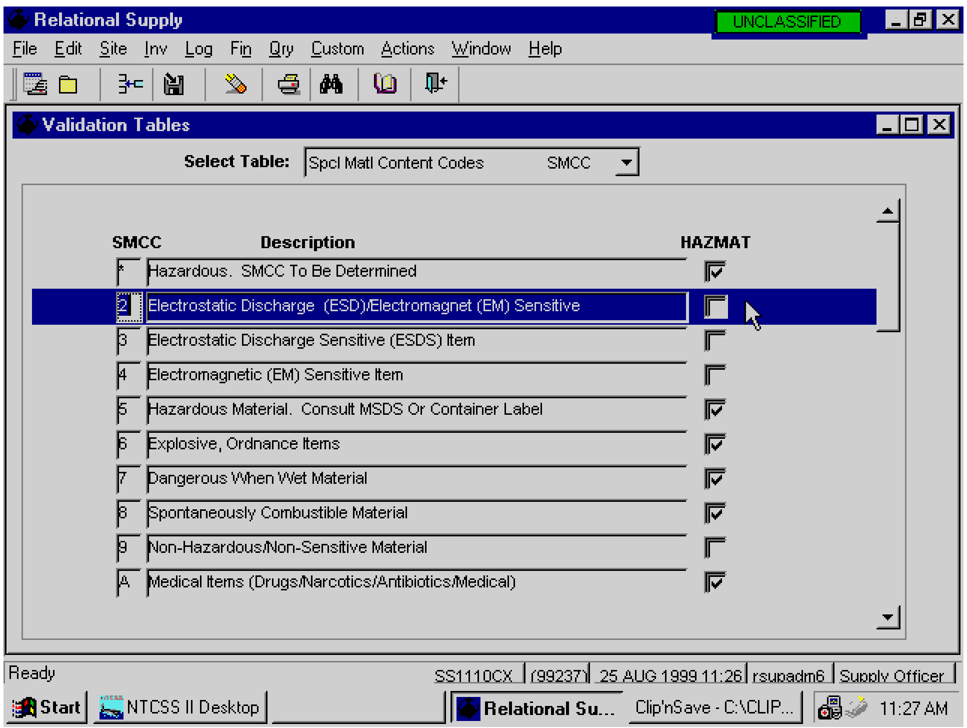
p. Special Material Content Codes (SMCC).

(1) **General.** The system uses the codes in this table to indicate that an item represents or contains peculiar material requiring special treatment, precaution, or management control.

(2) To View Special Material Content Codes. The step-by-step procedures for this process are as follows:

(a) Step 1. On the Validation Tables Screen, select the Special Material Content Codes Option from the Select Table List. A list of active SMCCs will appear on the screen along with a short description and other related data.

(b) Step 2. Scroll through the list to find the SMCCs that you wish to review or select the Find Option from the Icon Menu Bar and then enter your search criteria.



siteb046.pcx

(3) To Add or Delete a Special Material Content Code. The step-by-step procedures for this process are as follows:

(a) Step 1. On the Validation Tables Screen, proceed as follows:

[1] Add. Select the Insert Option from the Icon Menu Bar and then enter a new SMCC and a short description.

[2] Delete. Highlight the row on the SMCCs list that contains the record that you wish to delete and then select the Delete Option from the Icon Menu Bar. Select the Yes Option from the dialogue box that appears to confirm the deletion.

NOTE: You cannot delete a record that is currently active. When you request the deletion of an attached SMCC, the system flags it as inactive. The system will not allow new supply transactions to process using that SMCC. When you complete processing all outstanding transactions using this SMCC, the system will delete it.

(b) **Step 2.** Select the Apply Option from the Icon Menu Bar to finalize this process.

(c) **Step 3.** Select the Close Screen Option to exit from this process.

(4) **Special Material Content Code Table.** The following is a list of the data that appears in this validation table:

Special Material Content Codes

SMCC	Description	HAZMAT
*	Hazardous - SMMC to be determined	☑
2	Electrostatic discharge (ESD)/electromagnet (EM) sensitive	☐
3	Electrostatic discharge sensitive (ESDS) item	☐
4	Electromagnetic (EM) sensitive item	☐
5	Hazardous material - consult MSDS or container label	☑
6	Explosive, ordnance items	☑
7	Dangerous when wet material	☑
8	Spontaneously combustible material	☑
9	Non-hazardous/non-sensitive material	☐
A	Medical items (drugs/narcotics/antibiotics/medical)	☑
B	Flammable compressed gas	☑
C	Corrosive solid/corrosive liquids (other than acid)	☑
D	Alcohol (ethanol, ethyl, alcohol, or grain alcohol)	☑
E	Precious metal	☐
F	Flammable liquid, flash point not more than 60° C (140° F)	☑
G	Combustible liquid, flash point 60° C (140° F) to 93° C (200° F)	☑
H	PCB (item contains polychlorinated biphenyls)	☑
I	Mercury (not authorized for submarine use)	☑
J	Oxidizing material	☐
K	Organic peroxides	☑
L	Other regulated material or class 9 (misc. hazardous material)	☑
M	Magnetic material	☑
N	Asbestos (item capable of emitting asbestos dust/fibers)	☑
O	Mercury (not authorized for shipboard use)	☑
P	Poison (including methanol, wood alcohol, and denatured alcohol)	☑
Q	Explosive non-ordnance	☑

tbl2_21a

Special Material Content Codes (Con't)		
SMCC	**Description**	**HAZMAT**
R	Radioactive material	☑
S	Oils/petroleum	☑
T	Toxic	☑
U	Mercury (authorized for general use)	☑
V	Acid	☑
W	Non-flammable compressed gas	☑
X	Radioactive and magnetic	☑
Y	Non-magnetic (must remain free of strong magnet field)	☐
Z	Flammable solids	☑

tbl2_21b

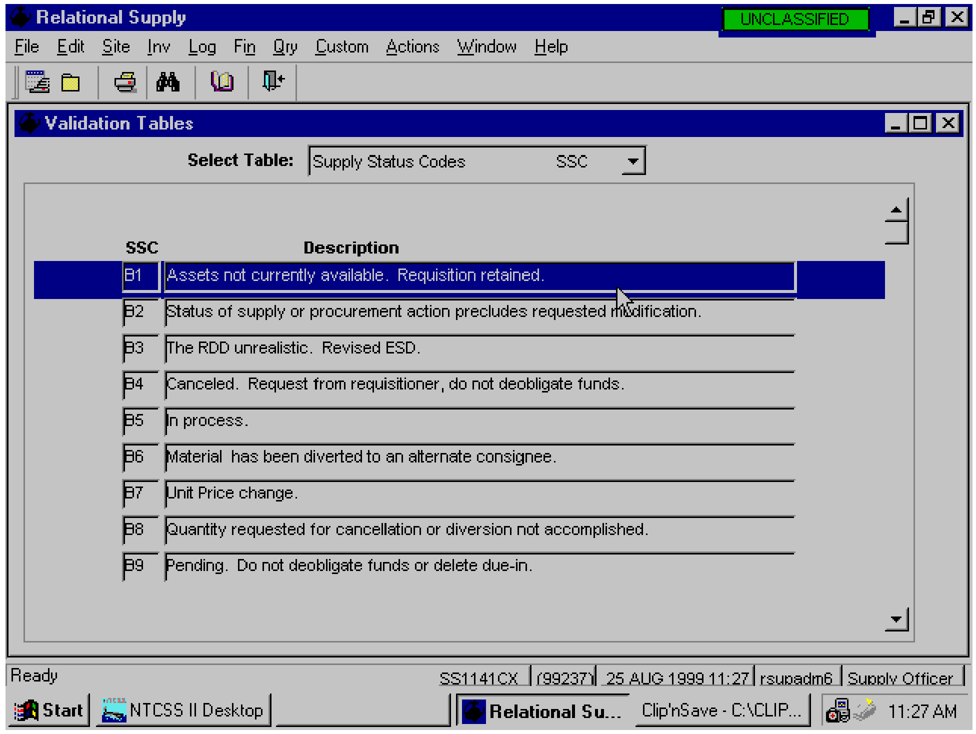
q. Supply Status Codes (SSC).

(1) General. The system uses the codes in this table to inform recipients of the status of requisitions and excess reports and related transactions. This function allows you to view each status code that applies to RSupply.

(2) To View Supply Status Codes. The step-by-step procedures for this process are as follows:

(a) Step 1. On the Validation Tables Screen, select the Supply Status Codes Option from the Select Table List. A list of active SSCs will appear on the screen along with a short description and other related data.

(b) Step 2. Scroll through the list to find the SSCs that you wish to review or select the Find Option from the Icon Menu Bar and then enter your search criteria.



siteb048.pcx

(3) **To Add or Delete a Supply Status Code.** The step-by-step procedures for this process are as follows:

(a) **Step 1.** On the Validation Tables Screen, proceed as follows:

[1] **Add.** Select the Insert Option from the Icon Menu Bar and then enter a new SSC and a short description.

[2] **Delete.** Highlight the row on the SSCs list that contains the record that you wish to delete and then select the Delete Option from the Icon Menu Bar. Select the Yes Option from the dialogue box that appears to confirm the deletion.

(b) **Step 2.** Select the Apply Option from the Icon Menu Bar to finalize this process.

(c) **Step 3.** Select the Close Screen Option to exit from this process.

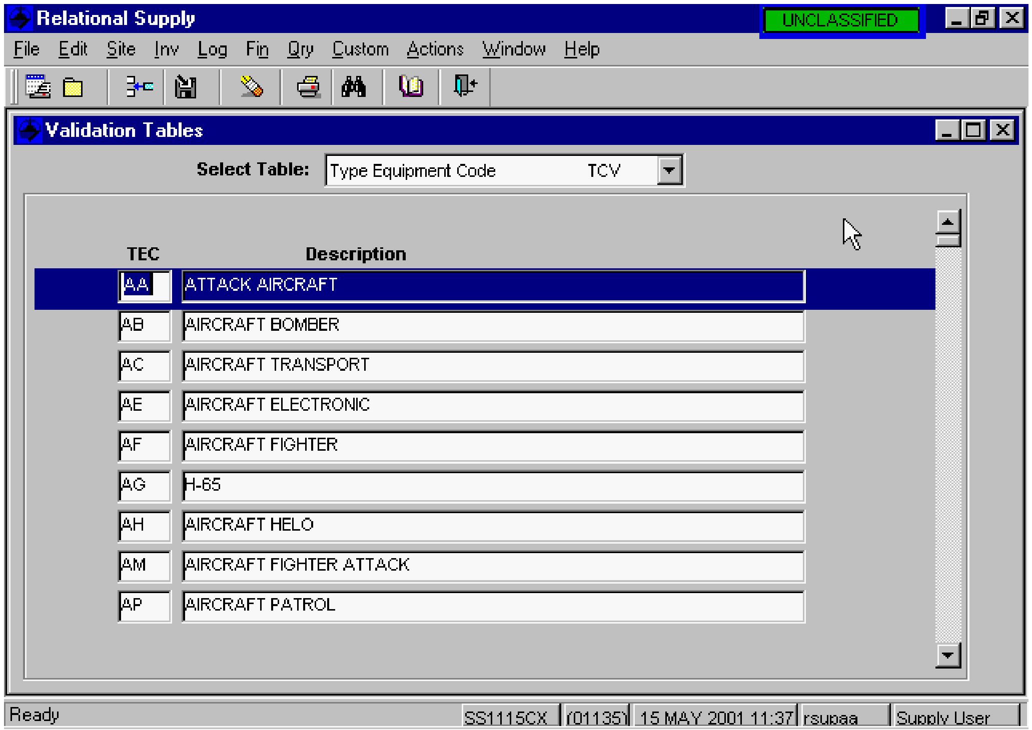
NOTE: You cannot delete a record that is currently active. When you request the deletion of an attached SSC, the system flags it as inactive. The system will not allow new supply transactions to process using that SSC. When you complete processing all outstanding transactions using this SSC, the system will delete it.

(4) **Supply Status Code Table.** The following is a list of the data that appears in this validation table:

Supply Status Codes

SSC	Description	SSC	Description	SSC	Description
B1	Rqn retained	CM	Rejected	NB	Delayed
B2	Rej modifier	CN	Resubmit rqn	ND	Matl on-hand acty
B3	Rvsd ESD	CP	Rejected	NE	Rels PWRS
B4	Cancelled	CQ	Rejected	NF	Backordered
B5	In-process	CR	Rejected	NG	Delayed
B6	Referred	CS	Rejected	NH	NSN change
B7	UP change	CT	Rejected	NJ	New NSN
B8	Not cancelled	CU	Rejected	NK	Partial
B9	Pending	CV	Rejected	NM	Rqmt vald/held
BA	In-process	CW	Rejected	NN	Partial
BB	Backordered	CX	Rejected	NP	Fill rqmt
BC	Backordered	CY	Rejected	NQ	Dup furnd
BD	Delayed	CZ	Rejected	NR	APA item
BE	No action taken	D1	Cancelled	NS	Rejected
BF	No record	D2	Rejected	NT	Rejected
BG	Change	D3	Rejected	NU	In-process
BH	Substitute	D4	Rejected	NX	In-process
BJ	Qty Change	D5	Rejected	NZ	Referred
BK	Modified	D6	Rejected	R1	Rejected
BL	Note avabity	D7	Rej modifier	R2	Rejected
BM	Referred	D8	Rej modifier	R3	Rejected
BN	Free issue	DA	Rejected	R4	Review/rejected
BQ	Cancelled	DB	Rejected	R5	Rejected
BR	Cancelled	DC	Credit action by IMM/ICP	R6	Rejected
BS	Cancelled			R7	In-process
BT	Will attempt to meet RDD	DD	Cancelled	R8	Return authzd
BU	FMS dup rqn	DE	Cancelled	R9	Rejected
BV	Procured	DF	Trmnt instrnst	RA	Rejected
BW	FMS submitted	DG	Shpmt/cnfrmd	RB	Rejected
BX	Rsvd DEPRA	DH	Trmnt instrnst	RC	Rejected
BZ	Procured	DJ	Rejected	RD	Rejected
C1	Rejected	DK	Rejected	RE	Cancelled
C2	Rejected	DL	Rejected	RF	Rejected
C3	Rejected	DM	Rejected	RG	Rejected
C4	Rejected	DN	Rejected	RH	Rejected
C5	Rejected	DP	Rejected	RJ	Rejected
C6	Rejected	DQ	Rejected	RK	Rejected
C7	Rejected	DR	Rejected	RL	Rejected
C8	Rejected	DS	Not rgstrd	RM	Rejected
C9	Rejected	DY	Rejected	RN	Rejected
CA	Rejected	N1	Backordered	RP	Rejected
CB	Rejected	N2	Referred	RR	Rejected
CC	Resubmit rqn	N3	Backordered	RS	Rejected
CD	Rejected	N4	In-process	RT	Rejected
CE	Rejected	N5	In-process	RU	Rejected
CG	Rejected	N6	In-process	RV	Review
CH	Rejected	N7	Referred	RW	Dspsitn authzd
CJ	Rejected	N8	Delayed	RX	Cancelled
CK	Rejected	N9	Rejected	RY	Cancelled
CL	Rejected	NA	Rqmt vald/held	RZ	Rejected AM

tbl2_22



RSpSit08.pcx

r. **Type Equipment Codes.** The system uses the codes in this table to identify types, models, and series' for aircraft and major systems for certain types of GSE.

(1) **To View Type Equipment Codes.** The step-by-step procedures for this process are as follows:

(a) **Step 1.** On the Validation Tables Screen, select the *Type Equipment Codes* Option from the Select Table List. A list of active TCVs will appear on the screen along with a short description and other related data.

(b) **Step 2.** *Scroll* through the list to find the TCVs that you want to review or select the *Find* Option from the Icon Menu Bar and then enter your *search criteria*.

(2) **To Add or Delete a Type Equipment Code.** The step-by-step procedures for this process are as follows:

(a) **Step 1.** On the Validation Tables Screen, proceed as follows:

[1] **Add.** Select the *Insert* Option from the Icon Menu Bar and then enter a *new TCV* along with a short description.

[2] **Delete.** *Highlight* the row on the TCVs list containing the record that you want to delete and then select the Delete Option from the Icon Menu Bar. Select the *Yes* Option from the dialogue box that appears to confirm the deletion.

(b) **Step 2.** Select the *Apply* Option from the Icon Menu Bar to finalize this process.

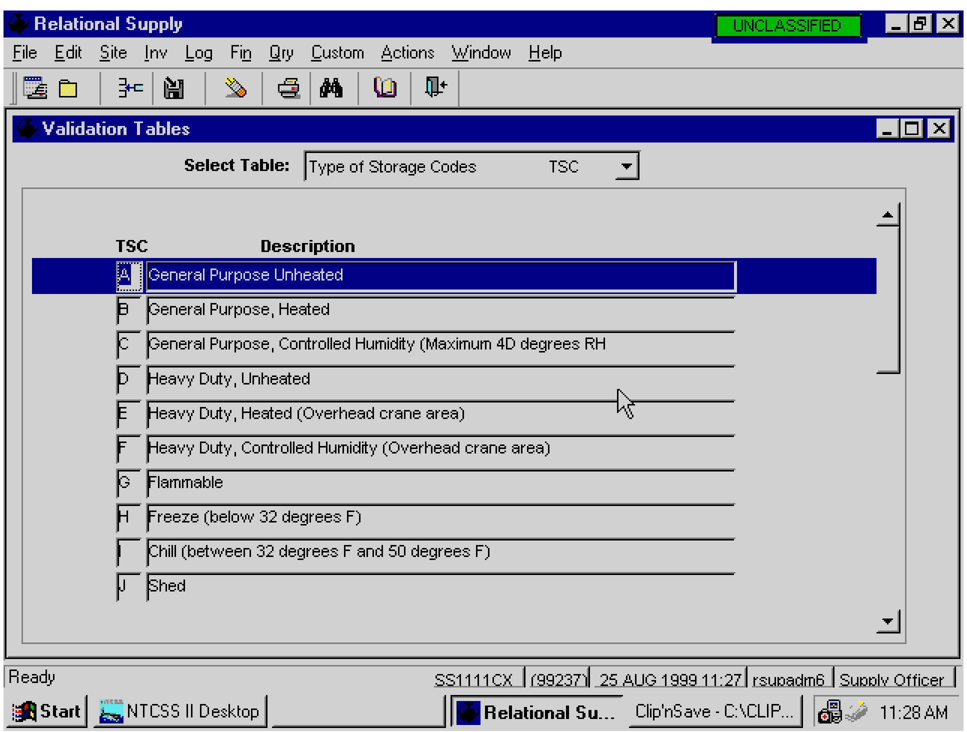
(c) **Step 3.** Select the *Close Screen* Option to exit from this process.

s. **Type of Storage Codes (TSC).** The system uses the codes in this table to indicate the type-of-storage space and environmental conditions that a specific item requires during storage or shipment.

(1) **To View Type of Storage Codes.** The step-by-step procedures for this process are as follows:

(a) **Step 1.** On the Validation Tables Screen, select the Type of Storage Codes Option from the Select Table List. A list of active TSCs will appear on the screen along with a short description and other related data.

(b) **Step 2.** Scroll through the list to find the TSCs that you wish to review or select the Find Option from the Icon Menu Bar and then enter your search criteria.



siteb050.pcx

NOTE: You cannot delete a record that is currently active. When you request the deletion of an attached TSC, the system flags it as inactive. The system will not allow new supply transactions to process using that TSC. When you complete processing all outstanding transactions using this TSC, the system will delete it.

(2) **To Add or Delete a Type of Storage Code.** The step-by-step procedures for this process are as follows:

(a) **Step 1.** On the Validation Tables Screen, proceed as follows:

[1] **Add.** Select the Insert Option from the Icon Menu Bar and then enter a new TSC and a short description.

[2] **Delete.** Highlight the row on the TSCs list that contains the record that you wish to delete and then select the Delete Option from the Icon Menu Bar. Select the Yes Option from the dialogue box that appears to confirm the deletion.

(b) **Step 2.** Select the Apply Option from the Icon Menu Bar to finalize this process.

(c) **Step 3.** Select the Close Screen Option to exit from this process.

(3) **Type of Storage Code Table.** The following is a list of the data that appears in this validation table:

Type of Storage Codes

TSC	Description
A	General purpose, unheated
B	General purpose, heated
C	General purpose, controlled humidity (maximum 40º RH)
D	Heavy duty, unheated
E	Heavy duty, heated (overhead crane area)
F	Heavy duty, controlled humidity (overhead crane area)
G	Flammable
H	Freeze (below 32º F)
I	Chill (between 32º F and 50º F)
J	Shed
K	Open
L	Explosive storage (non-ordinance)
M	Acid storage
N	Inert compressed gas storage
O	Special storage (requires specific authority)
P	Separate storage fire producers (special requirements)
Q	Warehouse flammable storage (prohibited for shipboard storage)
R	Warehouse general storage (prohibited for shipboard storage)
S	Warehouse special storage (Prohibited for shipboard storage)
T	Warehouse separate storage fire producers (special requirements)
U	Flammable compressed gas
V	Oxidizing compressed gas
W	Poisonous compressed gas
X	Radioactive material
Y	Ship critical material (SCM) store indoors
Z	Ship critical material (SCM) store outdoors undercover

tbl2_23

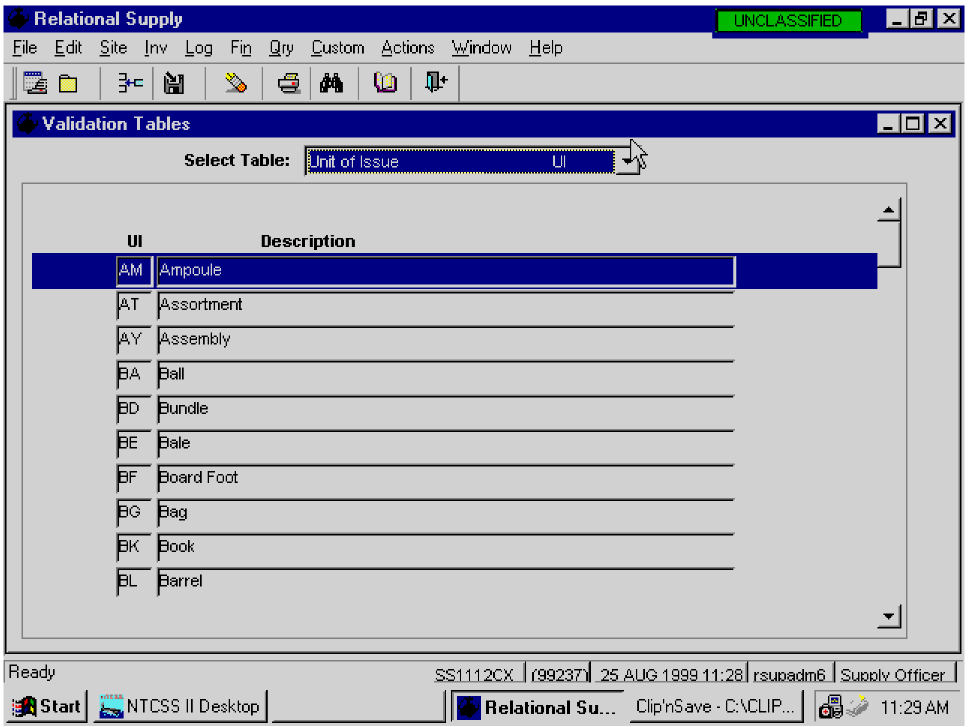
t. **Units of Issue (UI).**

(1) **General.** The system uses the codes in this table to determine the amount or quantity of an item and serves as a unit of measurement when issuing the item.

(2) **To View Units of Issue.** The step-by-step procedures for this process are as follows:

(a) **Step 1.** On the Validation Tables Screen, select the Units of Issue Option from the Select Table List. A list of active UIs will appear on the screen along with a short description and other related data.

(b) **Step 2.** Scroll through the list to find the UIs that you wish to review or select the Find Option from the Icon Menu Bar and then enter your search criteria.



siteb051.pcx

(3) **To Add or Delete a Unit of Issue.** The step-by-step procedures for this process are as follows:

(a) **Step 1.** On the Validation Tables Screen, proceed as follows:

[1] **Add.** Select the Insert Option from the Icon Menu Bar and then enter a new UI and a short description.

[2] **Delete.** Highlight the row on the UIs list that contains the record that you wish to delete and then select the Delete Option from the Icon Menu Bar. Select the Yes Option from the dialogue box that appears to confirm the deletion.

(b) **Step 2.** Select the Apply Option from the Icon Menu Bar to finalize this process.

NOTE: You cannot delete a record that is currently active. When you request the deletion of an attached UI, the system flags it as inactive. The system will not allow new supply transactions to process using that UI. When you complete processing all outstanding transactions using this UI, the system will delete it.

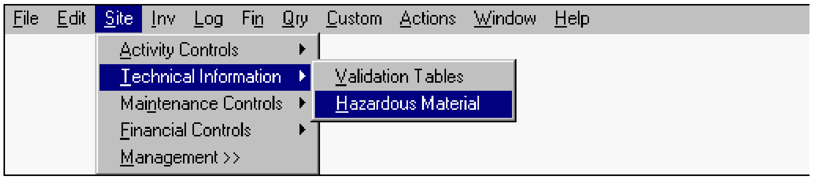
(c) **Step 3.** Select the Close Screen Option to exit from this process.

(4) **Units of Issue Table.** The following is a list of the data that appears in this validation table:

Unit of Issue

UI	Description	UI	Description	UI	Description
AM	Ampoule	DZ	Dozen	PT	Pint
AT	Assortment	EA	Each	PZ	Packet
AY	Assembly	FT	Foot	QT	Quart
BA	Ball	FV	Five	RA	Ration
BD	Bundle	FY	Fifty	RL	Reel
BE	Bale	GL	Gallon	RM	Ream
BF	Board foot	GP	Group	RO	Roll
BG	Bag	GR	Gross	SD	Skid
BK	Book	HD	Hundred	SE	Set
BL	Barrel	HK	Hank	SF	Square foot
BO	Bolt	IN	Inch	SH	Sheet
BR	Bar	JR	Jar	SK	Skein
BT	Bottle	KT	Kit	SL	Spool
BX	Box	LB	Pound	SO	Shot
CA	Cartridge	LG	Length	SP	Strip
CB	Carboy	LI	Liter	SX	Stick
CD	Cubic yards	MC	Thousand cubic feet	SY	Square yard
CE	Cone			TD	Twenty four
CF	Cubic foot	ME	Meal	TE	Ten
CK	Cake	MR	Meter	TF	Twenty five
CL	Coil	MX	Thousand	TI	Tin
CN	Can	OT	Outfit	TN	Ton
CO	Container	OZ	Ounce	TO	Troy ounce
CS	Case	PD	Pad	TS	Thirty six
CT	Carton	PG	Package	TU	Tube
CY	Cylinder	PK	Pack	VI	Vial
CZ	Cubic meter	PM	Plate	YD	Yard
DR	Drum	PR	Pair		

tbl2_24



site047.bmp

3. **Hazardous Material Option.** This option allows you to view hazardous material information for a specific NIIN.

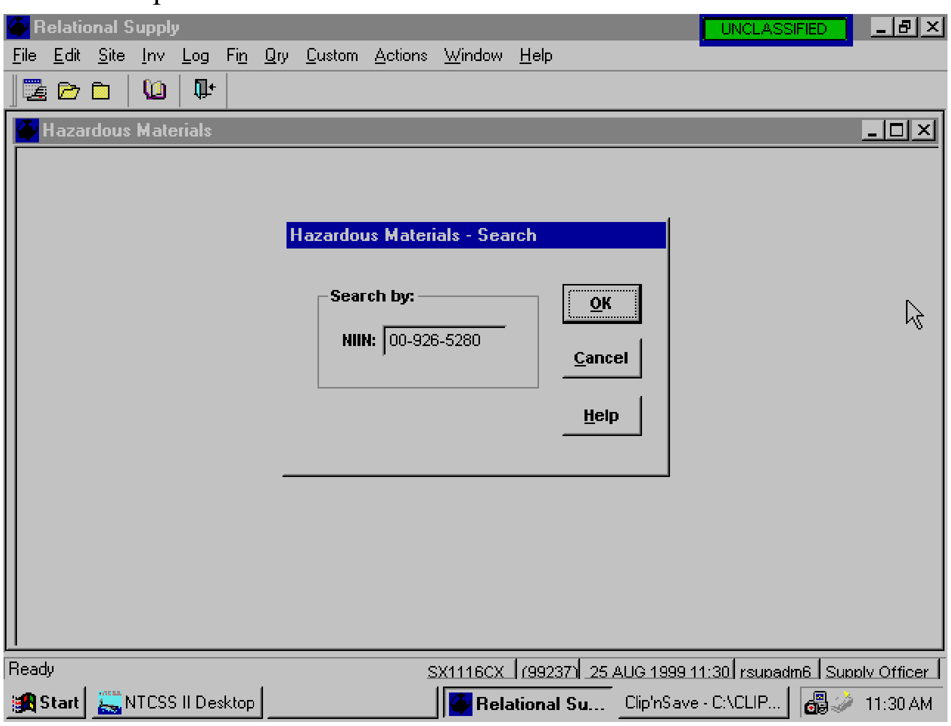
   a. **To Access the Hazardous Material Option.** The step-by-step procedures for this process are as follows:

      (1) **Step 1.** On the Relational Supply Main Menu Screen, select the Site Option.

      (2) **Step 2.** On the Site Submenu, select the Technical Information Option.

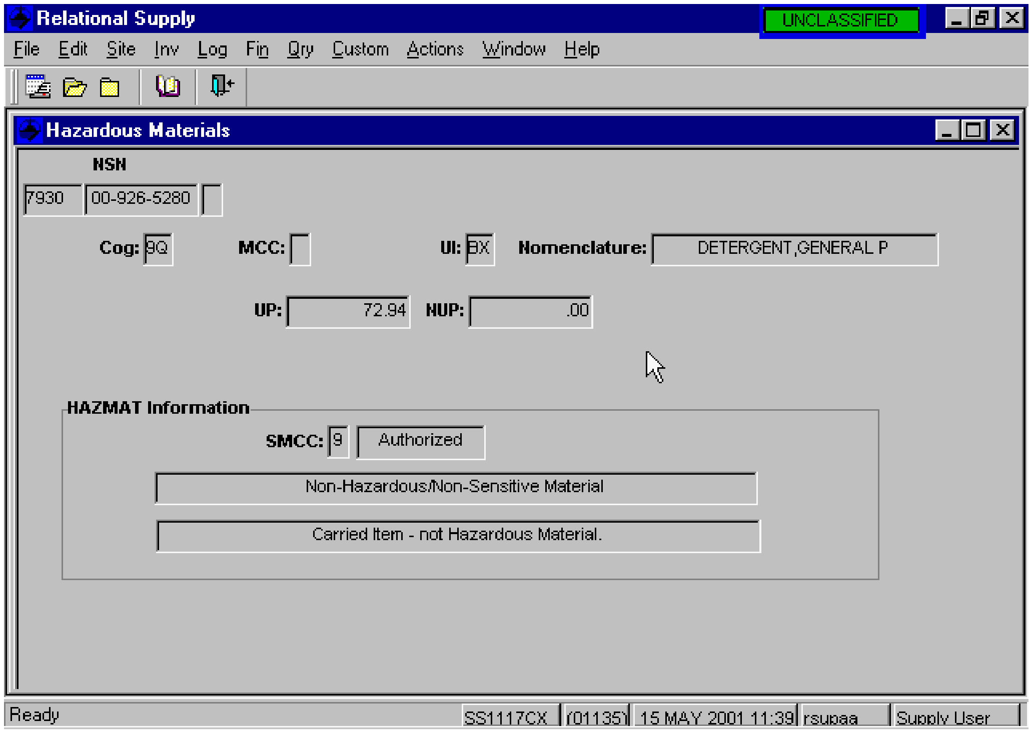
      (3) **Step 3.** On the Technical Information Submenu, select the Hazardous Material Option.

   b. **To View a Hazardous Material Record.** The step-by-step procedures for this process are as follows:



siteb052.pcx

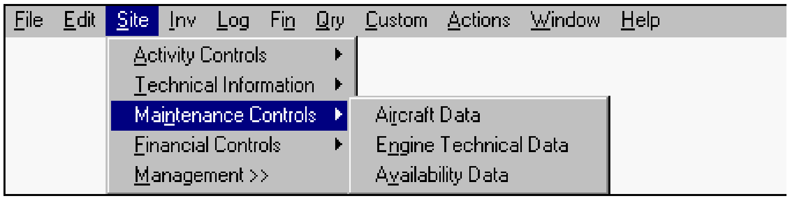
      (1) **Step 1.** On the Hazardous Materials - Search Screen, enter the NIIN for the item you wish to review to the appropriate data block and then select the OK Option to continue.



RSpSit09.pcx

(2) **Step 2.** Review the data on the record as necessary and then select the New Request Option to process another record or the Close Screen Option to exit from this process.

D. MAINTENANCE CONTROLS OPTION



site049.bmp

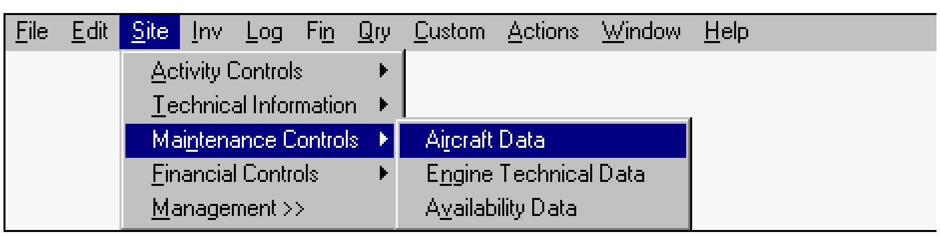
1. **General.** The Maintenance Controls Option allows you to access the following options:

   a. **Aircraft Data.** This option allows you to access the file that contains information about each aircraft that your activity supports. You should update the data in this file every time there is a change in squadrons and upon replacement of aircraft. This function applies only to USID C and M activities.

   b. **Engine Technical Data.** This option allows you to access the file that cross-references engine-type equipment codes to the respective aircraft type equipment codes. This function applies only to USID C and M activities.

   c. **Availability Data.** This option allows you to access the file that contains the following;

      (1) Tender and repair availability categories,
      (2) Identifying numbers,
      (3) Benefiting UICs,
      (4) Start and completion dates,
      (5) Financial limits on availabilities,
      (6) Other information useful in a historical record of availability planning.



site050.bmp

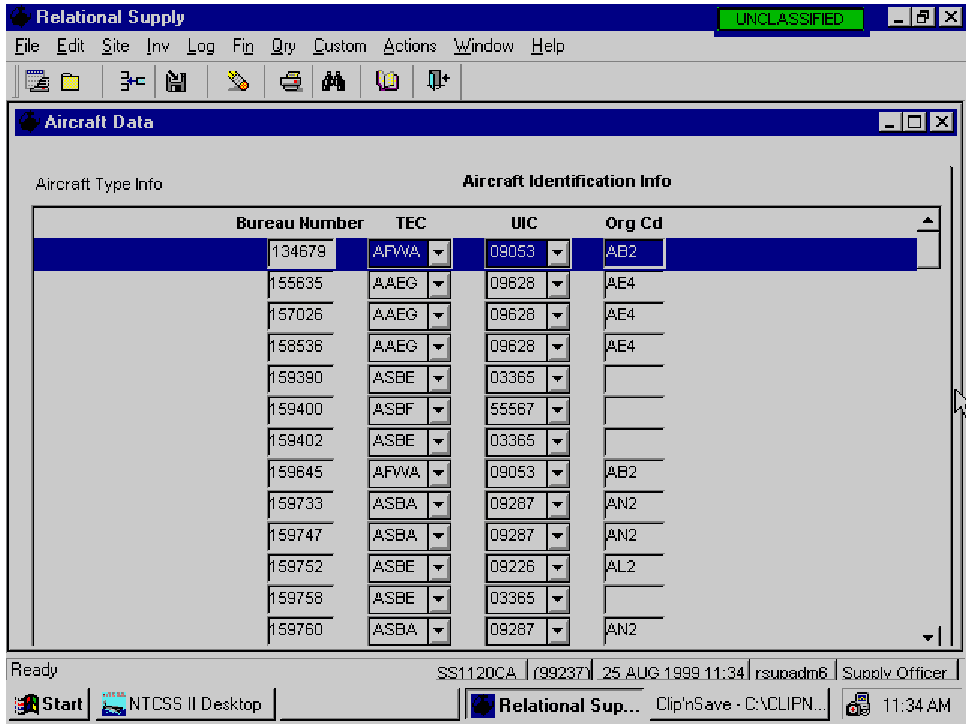
2. **Aircraft Data Option.** This option allows you to access and modify data in the Aircraft Identification File and the Aircraft Type Table.

   a. **To Access the Aircraft Data Option.** The step-by-step procedures for this process are as follows:

      (1) Step 1. On the Relational Supply Main Menu Screen, select the Site Option.

(2) Step 2. On the Site Submenu, select the Maintenance Controls Option.

(3) Step 3. On the Maintenance Controls Submenu, select the Aircraft Data Option.



siteb055.pcx

b. To Modify Aircraft Identification Data. The step-by-step procedures for this process are as follows:

(1) Step 1. On the Aircraft Data Screen, ensure the Aircraft Identification Info Option (tab) is enabled or select it to do so. The values that appear on the screen are those that are currently on file.

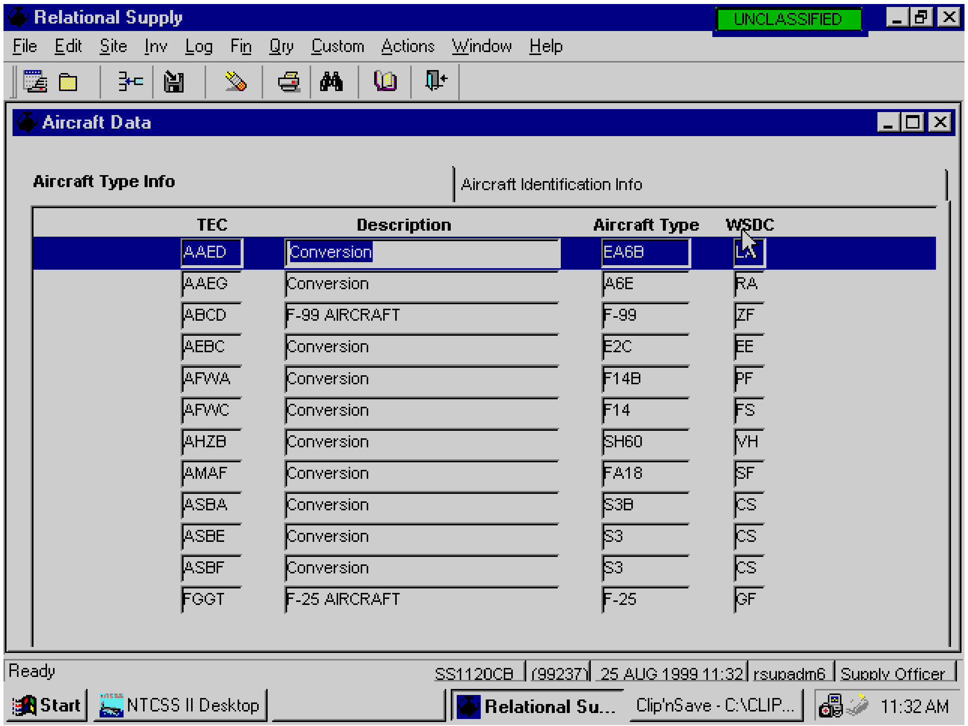
(2) Step 2. Review the data on the screen and modify as necessary.

(a) Add. Select the Insert Option from the Icon Menu Bar and then enter data to mandatory data fields (bureau number, TEC, UIC, and organization code).

(b) Delete. Highlight the row on the list that contains the record that you wish to delete and then select the Delete Option from the Icon Menu Bar. Select the Yes Option from the dialogue box that appears to confirm the deletion.

(3) Step 3. Select the Apply Option from the Icon Menu Bar to finalize this process.

(4) Step 4. Select the Close Screen Option to exit from this process.



siteb054.pcx

c. To Modify Aircraft Type Table Data. The step-by-step procedures for this process are as follows:

(1) Step 1. On the Aircraft Data Screen, ensure the Aircraft Type Info Option (tab) is enabled or select it to do so. The values that appear on the screen are those that are currently on file.

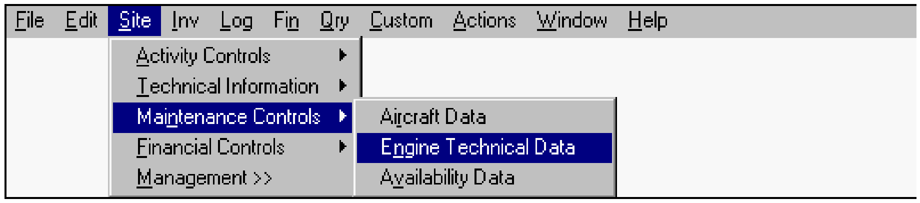
(2) Step 2. Review the data on the screen and modify as necessary.

(a) Add. Select the Insert Option from the Icon Menu Bar and then enter data to mandatory data fields (TEC, description, aircraft type, and WSDC).

(b) Delete. Highlight the row on the list that contains the record that you wish to delete and then select the Delete Option from the Icon Menu Bar. Select the Yes Option from the dialogue box that appears to confirm the deletion.

(3) Step 3. Select the Apply Option from the Icon Menu Bar to finalize this process.

(4) Step 4. Select the Close Screen Option to exit from this process.



site051.bmp

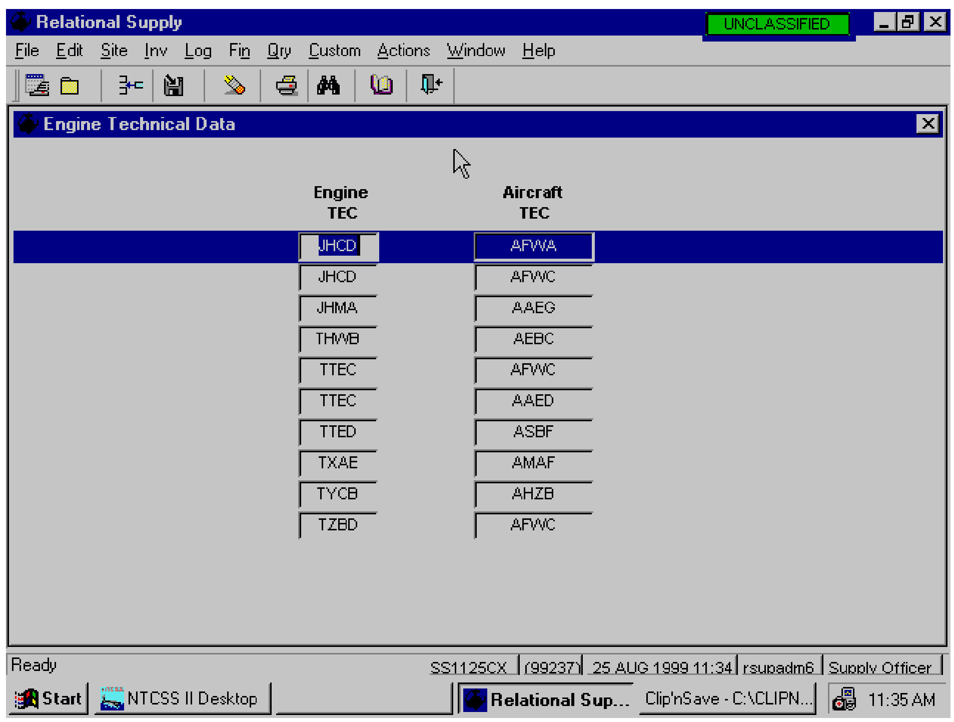
3. **Engine Technical Data.** This option allows you to add, change, delete, or locate records in the file.

   a. **To Access the Engine Technical Data Option.** The step-by-step procedures for this process are as follows:

      (1) **Step 1.** On the Relational Supply Main Menu Screen, select the Site Option.

      (2) **Step 2.** On the Site Submenu, select the Maintenance Controls Option.

      (3) **Step 3.** On the Maintenance Controls Submenu, select the Engine Technical Data Option.



siteb056.pcx

   b. **To Modify Engine Technical Data.** The step-by-step procedures for this process are as follows:

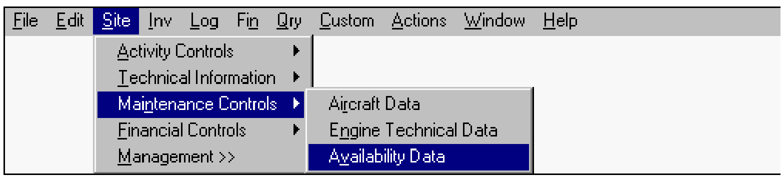
      (1) **Step 1.** On the Engine Technical Data Screen, review the data on the screen and modify as necessary.

(a) **Add.** Select the Insert Option from the Icon Menu Bar and then enter data to mandatory data fields (engine TEC and aircraft TEC).

(b) **Delete.** Highlight the row on the list that contains the record that you wish to delete and then select the Delete Option from the Icon Menu Bar. Select the Yes Option from the dialogue box that appears to confirm the deletion.

(3) **Step 3.** Select the Apply Option from the Icon Menu Bar to finalize this process.

(4) **Step 4.** Select the Close Screen Option to exit from this process.



site052.bmp

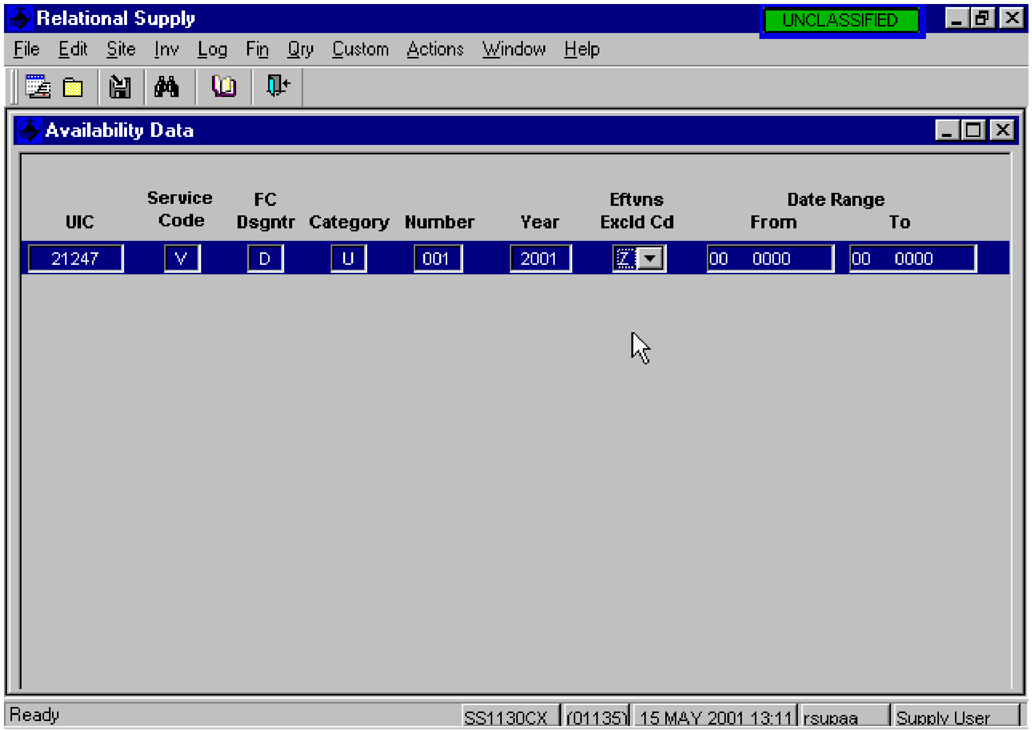
4. **Availability Data.** This option allows you to add, change, delete, and locate records in the file as well as to print a listing of availability information.

a. **To Access the Availability Data Option.** The step-by-step procedures for this process are as follows:

(1) **Step 1.** On the Relational Supply Main Menu Screen, select the Site Option.

(2) **Step 2.** On the Site Submenu, select the Maintenance Controls Option.

(3) **Step 3.** On the Maintenance Controls Submenu, select the Availability Data Option.



RSpSit10.pcx

b. To Modify Availability Data. The step-by-step procedures for this process are as follows:

(1) Step 1. On the Availability Data Screen, scroll through the list to find the record that you wish to process or select the Find Option from the Icon Menu Bar and then enter your search criteria.

(2) Step 2. Once you locate the record that you wish to modify, proceed as follows:

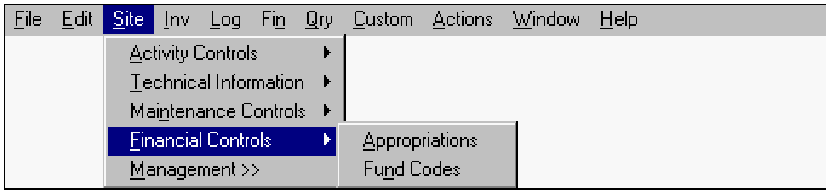
(a) Add. Select the Insert Option from the Icon Menu Bar and then enter mandatory data. This includes UIC, service designator, appropriation indicator, category, number, ROV summary indicator, effectiveness exclude code, and *from* and *to* date ranges.

(b) Delete. Highlight the row on the list that contains the record that you wish to delete and then select the Delete Option from the Icon Menu Bar. Select the Yes Option from the dialogue box that appears to confirm the deletion.

(3) Step 3. Select the Apply Option from the Icon Menu Bar to finalize this process.

(4) Step 4. Select the Close Screen Option to exit from this process.

E. FINANCIAL CONTROLS OPTION

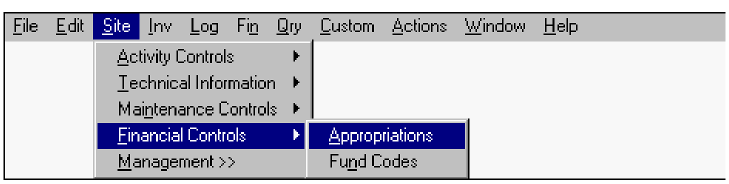


site058.bmp

1. **General.** The Financial Controls Option allows you to access the following options:

   a. **Appropriations Option.** An appropriation is the authorization by act of Congress to incur obligations for specified purposes and to make payments out of the treasury to liquidate those obligations. Time and monetary limitations will restrict both the incurring of obligations and the making of payments. You cannot modify an appropriation record, rather you must delete it and create a record with the new data. There should be appropriation records on file for the current and two prior fiscal years. Each fiscal year can have funding under both the Operation and Maintenance Navy (O&M,N) Appropriation and the Operation and Maintenance Navy Reserve (O&M,NR) Appropriation. Ensure an appropriation is in the system before you obligate funds and that it relates to the appropriate fund codes.

   b. **Fund Code Option.** This option allows you to access the files that contain data that the system uses to validate fund codes on material request and requisition documents. Therefore, it must include all fund codes that the system will charge. Transactions will not process if they contain a fund code that is not in this file.



site059.bmp

2. **Appropriations Option.**

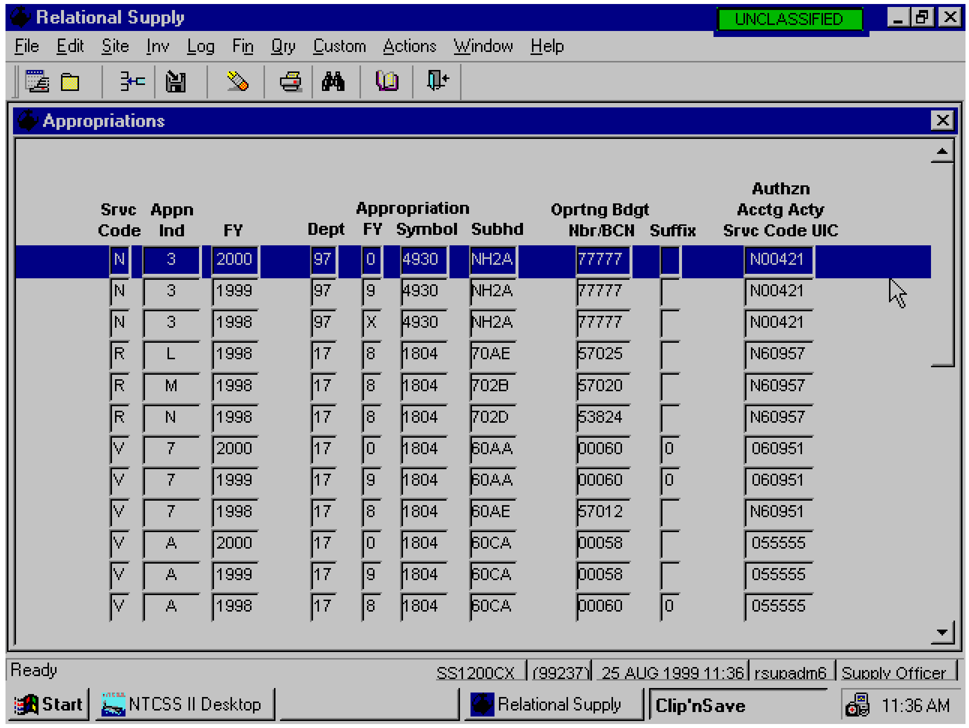
   a. **General.** This option allows you (Supply Officer) to add or delete an appropriation to the Appropriation Record Screen.

   b. **To Access the Appropriations Option.** The step-by-step procedures for this process are as follows:

      (1) **Step 1.** On the Relational Supply Main Menu Screen, select the Site Option.

      (2) **Step 2.** On the Site Submenu, select the Financial Controls Option.

(3) **Step 3.** On the Financial Controls Submenu, select the Appropriations Option.



Srvc Code	Appn Ind	FY	Dept	Appropriation FY	Appropriation Symbol	Appropriation Subhd	Oprtng Bdgt Nbr/BCN	Oprtng Bdgt Suffix	Authzn Acctg Acty Srvc Code UIC
N	3	2000	97	0	4930	NH2A	77777		N00421
N	3	1999	97	9	4930	NH2A	77777		N00421
N	3	1998	97	X	4930	NH2A	77777		N00421
R	L	1998	17	8	1804	70AE	57025		N60957
R	M	1998	17	8	1804	702B	57020		N60957
R	N	1998	17	8	1804	702D	53824		N60957
V	7	2000	17	0	1804	60AA	00060	0	060951
V	7	1999	17	9	1804	60AA	00060	0	060951
V	7	1998	17	8	1804	60AE	57012		N60951
V	A	2000	17	0	1804	60CA	00058		055555
V	A	1999	17	9	1804	60CA	00058		055555
V	A	1998	17	8	1804	60CA	00060	0	055555

siteb058.pcx

c. **To Add or Delete a Record or Print a Report.** The step-by-step procedures for this process are as follows:

(1) **Step 1.** On the Appropriations Screen, scroll through the list to find the record that you wish to process or select the Find Option from the Icon Menu Bar and then enter your search criteria.

(2) **Step 2.** Once you locate the record that you wish to process, proceed as follows:

(a) **Add.** Select the Insert Option from the Icon Menu Bar and then enter mandatory data. This includes service designator, appropriation indicator, fiscal year, appropriation department, and appropriation fiscal year.

(b) **Delete.** Highlight the row on the list that contains the record that you wish to delete and then select the Delete Option from the Icon Menu Bar. Select the Yes Option from the dialogue box that appears to confirm the deletion.

(c) **Print.** Select the Print Option from the Icon Menu Bar to print a local report.

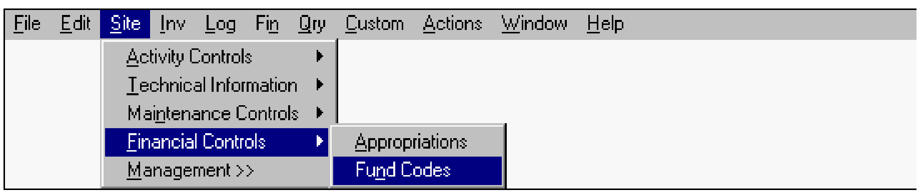
(3) **Step 3.** Select the Apply Option from the Icon Menu Bar to finalize this process.

(4) **Step 4.** Select the Close Screen Option to exit from this process.

d. **APP Table.** The following is a list of the data that appears in this table:

FY01 Appropriation Data										
Srvc Dsgtr	Appn Ind	FY	Appropriation Dept	FY	Symbol	Subhd	Oprtng Bdgt Nbr/BCN	Suffix	Authzn Acctg Acty Srvc Dsg UIC	
V	D	2001	17	1	1804	60BA	00060		N60951	CNAL S&E Fund
V	7	2001	17	1	1804	60AA	00060		N60951	CNAL AOM Fund
N	3	2001	97	X	4930	NH2A	77777		N00421	NWCF
R	L	2001	17	1	1804	70AA	00070		N60957	CNAP AOM Fund
V	K	2001	17	1	1804	60BA	00060	F	N60951	CINCLANT Fuel
V	S	2001	17	1	1804	60BA	00060		N60951	SURFLANT S&E
V	D	2000	17	0	1804	60BA	00060		N60951	CNAL S&E Fund
V	7	2000	17	0	1804	60AA	00060		N60951	CNAL AOM Fund
N	3	2000	97	X	4930	NH2A	77777		N00421	NWCF
R	L	2000	17	0	1804	70AA	00070		N60957	CNAP AOM Fund
V	K	2000	17	0	1804	60BA	00060	F	N60951	CINCLANT Fuel
V	S	2000	17	0	1804	60BA	00060		N60951	SURFLANT S&E
V	D	1999	17	9	1804	60BA	00060		N60951	CNAL S&E Fund
V	7	1999	17	9	1804	60AA	00060		N60951	CNAL AOM Fund
N	3	1999	97	X	4930	NH2A	77777		N00421	NWCF
R	L	1999	17	9	1804	70AA	00070		N60957	CNAP AOM Fund
V	K	1999	17	9	1804	60BA	00060	F	N60951	CINCLANT Fuel
V	S	1999	17	9	1804	60BA	00060		N60951	SURFLANT S&E

tbl2_25



site060.bmp

3. Fund Codes Option.

a. **General.** This option allows you to add, change, delete, or locate a record or print a listing of all validation tables (privileged and nonprivileged).

b. **To Access the Fund Codes Option.** The step-by-step procedures for this process are as follows:

(1) **Step 1.** On the Relational Supply Main Menu Screen, select the Site Option.

(2) **Step 2.** On the Site Submenu, select the Financial Controls Option.

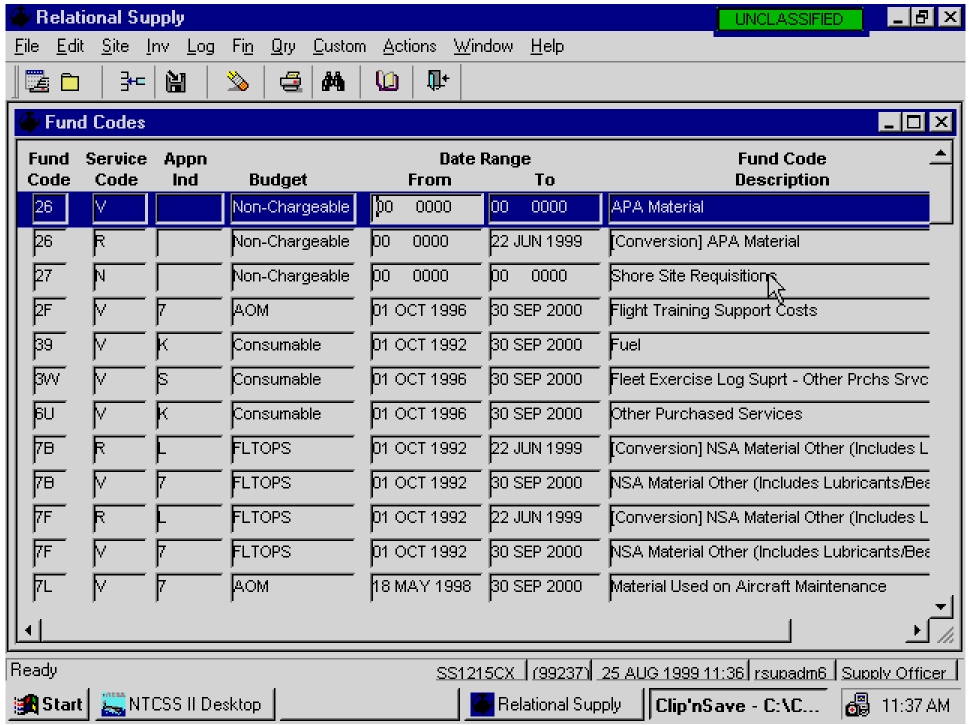
(3) **Step 3.** On the Financial Controls Submenu, select the Fund Codes Option.

NOTE: Fund codes are two-position, alphabetic-numeric codes that the system uses when citing accounting data on Navy requisitions. There are three types of fund codes in use in RSupply as follows:

End-use. These fund codes are for use in OPTAR accounting. Budget submission depends on the collection of cost data by budget category; fund codes provide information for preparing budgets. The fund code must appear on every obligation and expenditure document.

Navy Working Capital Fund. These fund codes are for use by personnel at activities designated as NWCF. These codes are for use in requisitioning stock material and in processing OSO transfers of stock material.

Initial Allowance. These fund codes are for use in requisitioning increases in the allowances of COSAL and AVCAL material.



siteb059.pcx

c. **To Change Fund Code Information.** The step-by-step procedures for this process are as follows:

(1) **Step 1.** On the Fund Codes Screen, highlight (double click) the record that you wish to revise.

(a) **Date Range.** Highlight the data block that you wish to revise (From or To). Select a date from the list that appears. The date you select will appear in the appropriate data block.

(b) **Description.** Highlight the Fund Code Description Data Block and type in the revised description.

(2) **Step 2.** Select the Apply Option from the Icon Menu Bar to finalize this process.

(3) **Step 3.** Select the Close Screen Option to exit from this process.

c. **To Add or Delete a Record or Print a Report.** The step-by-step procedures for this process are as follows:

(1) **Step 1.** On the Fund Code Maintenance Screen, scroll through the list to find the record that you wish to process or select the Find Option from the Icon Menu Bar and then enter your search criteria.

(2) **Step 2.** Once you locate the record that you wish to process, proceed as follows:

(a) **Add.** Select the Insert Option from the Icon Menu Bar and then enter mandatory data: service designator, appropriation indicator, and fund code.

(b) **Delete.** Highlight the row on the list that contains the record that you wish to delete and then select the Delete Option from the Icon Menu Bar. Select the Yes Option from the dialogue box that appears to confirm the deletion.

(c) **Print.** Select the Print Option from the Icon Menu Bar to print a local report.

(3) **Step 3.** Select the Apply Option from the Icon Menu Bar to finalize this process.

(4) **Step 4.** Select the Close Screen Option to exit from this process.

NOTE: Utilize a *fund-code designator* to determine the first character of all S and E fund codes. Access the attribute in MRI and initiate requisitions when the user fund type authorized is one of the following;

- S&E EMRM,
- S&E Other,
- S&E ROV,
- S&E ROVI,
- S&E TAV, and
- S&E Reimbursable.

The system writes the appropriate fund-code designator to the first position of the fund code on the material request or requisition.

NOTE: If your authorized fund type is *S and E Other*, RSupply attempts to assign the second character of the requirement's fund code from the FSC validation table. This is based on the FSC of the stock item requested and the EMV of the request (less than $100.00 or greater than $99.99).

NOTE: If there is no fund code for the S and E Other requirement's FSC, then RSupply will assign a fund code based on the requested item's Cog and the S and E Other fund-code entry in the Cog Table.

NOTE: If the user-access code identifies your authorized fund type as FltOps, IMRL, AOM,, AV-other, AVMATCS or EAF, S and E (EMRM, ROV, ROVI, or TAV), or reimbursable; R-Supply assigns a requirement Fund Code from the COG validation table. This is based on the authorized user access fund type and the Cog of the stock item requested.

(2) FC Table. The following is a list of the data that appears in this table:

Fund Codes

Fund Code	Service Code	Appn Ind	Budget	Date Range From	Date Range To	Fund Code Description
26	R		Non-chargeable	00 0000	00 0000	APA material
26	V		Non-chargeable	00 0000	00 0000	APA material
27	N		Non-chargeable	00 0000	00 0000	Shore site requisitions
2F	V		AOM	21 MAR 1998	30 SEP 1998	Flight training support costs
39	V	K	Consumable	01 OCT 1992	30 SEP 1998	Fuel
3W	V		Consumable	21 MAR 1998	30 SEP 1998	Fleet exercise log suprt - other prchs srvc
6U	V		Consumable	21 MAR 1998	30 SEP 1998	Other purchased services
7B	R	L	FLTOPS	01 OCT 1992	30 SEP 1998	NSA material other (includes lubricants/bearing greases)
7B	V	D	FLTOPS	01 OCT 1992	30 SEP 1998	NSA material other (includes lubricants/bearing greases)
7F	R	L	FLTOPS	01 OCT 1992	30 SEP 1998	NSA material other (includes lubricants/bearing greases)
7F	V	D	FLTOPS	01 OCT 1992	30 SEP 1998	NSA material other (includes lubricants/bearing greases)
7L	V	D	AOM	01 OCT 1992	30 SEP 1998	Material used on aircraft maintenance
8X	V	D	FLTOPS	01 OCT 1992	30 SEP 1998	NSA material (IMRL)
9E	V		AOM	21 MAR 1998	30 SEP 1998	Non AVDLR for repair of TSA assets
9S	R	L	AOM	01 MAR 1998	01 MAR 1999	AVDLR
9S	V	D	AOM	01 OCT 1992	30 SEP 1998	NSA AVDLR 7R COG
CZ	R		Non-chargeable	00 0000	00 0000	NWCF - NavICP-M repair part
CZ	V		Non-chargeable	00 0000	00 0000	NWCF - NavICP-M repair part
D2	V	D	Consumable	01 OCT 1992	30 SEP 1998	Hull & structural (facilities) maintenance preservation
D3	V	D	Maintenance	01 OCT 1992	30 SEP 1998	NSA AVDLR material
D6	V	D	Consumable	01 OCT 1992	30 SEP 1998	Hazardous waste disposal
D7	V	D	Consumable	01 OCT 1992	30 SEP 1998	Medical/dental
D9	V	D	Consumable	01 OCT 1992	30 SEP 1998	Petroleum, oil, and lubricants - other
DA	V		Reimbursable	21 MAR 1998	30 SEP 1998	Reimbursable work
DB	V	D	Maintenance	01 OCT 1992	30 SEP 1998	NSA non-AVDLR
DC	V	D	Consumable	01 OCT 1992	30 SEP 1998	Consumable NSA type material
DD	V	D	Consumable	01 OCT 1992	30 SEP 1998	Passenger vehicle rental
DE	V	D	Consumable	01 OCT 1992	30 SEP 1998	NSA type equipment/ equipage
DJ	V	D	Consumable	01 OCT 1992	30 SEP 1998	ADP and AIS equipment
DK	V	D	Consumable	01 OCT 1992	30 SEP 1998	Charter and hire
DR	V	D	Maintenance	01 OCT 1992	30 SEP 1998	EMRM/NSA type repair parts

tbl2_26a

Fund Codes (Con't)

Fund Code	Service Code	Appn Ind	Budget	Date Range From	Date Range To	Fund Code Description
DS	V	D	Consumable	01 OCT 1992	30 SEP 1998	Communications
DU	V	D	Consumable	01 OCT 1992	30 SEP 1998	Other purchased services
DV	V	D	Consumable	02 OCT 2002	30 SEP 1998	Printing and publications
DW	V	D	Consumable	01 OCT 1996	30 SEP 1998	Purchased utilities
DY	V	D	Consumable	01 OCT 1992	30 SEP 1998	Audio visual
DZ	R		Non-chargeable	00 0000	00 0000	NWCF - forms
DZ	V		Non-chargeable	00 0000	00 0000	NWCF - forms
GZ	R		Non-chargeable	00 0000	00 0000	NWCF – ship's store
GZ	V		Non-chargeable	00 0000	00 0000	NWCF – ship's store
JZ	R		Non-chargeable	00 0000	00 0000	NWCF – non-AVDLR
JZ	V		Non-chargeable	00 0000	00 0000	NWCF – non-AVDLR
K9	N	3	Non-chargeable	00 0000	02 APR 1998	Conversion
KZ	R		Non-chargeable	00 0000	00 0000	NWCF – material consumable repair parts)
KZ	V		Non-chargeable	00 0000	00 0000	NWCF – material consumable repair parts)
MR	R	M	Maintenance	00 0000	21 MAR 1998	EMRM/NSA type repair parts
NC	R	N	Consumable	00 0000	21 MAR 1998	Consumable NSA type material
NO	V		Non-chargeable	00 0000	21 MAR 1998	No longer needed
NR	R	N	Maintenance	00 0000	02 APR 1998	EMRM/NSA type repair parts
NZ	R		Non-chargeable	00 0000	00 0000	Transfer to ship's store
NZ	V		Non-chargeable	00 0000	00 0000	Transfer to ship's store
QZ	R		Non-chargeable	00 0000	00 0000	Initial outfitting (7R Cog)
QZ	V		Non-chargeable	00 0000	00 0000	Initial outfitting (7R Cog)
RZ	R		Non-chargeable	00 0000	00 0000	NWCF – NavICP-P material (consumable, repair parts)
RZ	V		Non-chargeable	00 0000	00 0000	NWCF – NavICP-P material (consumable, repair parts)
S2	V	S	Consumable	00 0000	30 SEP 1998	Hull & structural (facilities) maintenance preservation
S9	V	S	Consumable	00 0000	30 SEP 1998	Petroleum, oil, and lubricants - other
SB	V	S	Maintenance	01 OCT 1992	30 SEP 1998	NSA non-AVDLR
SC	V	S	Consumable	01 OCT 1992	30 SEP 1998	Consumable NSA type material
SR	V	S	Maintenance	01 OCT 1992	30 SEP 1998	EMRM/NSA type repair parts
U6	V		Non-chargeable	00 0000	21 MAR 1998	Conversion
UZ	R		Non-chargeable	00 0000	00 0000	NWCF - fuel (petroleum products)
UZ	V		Non-chargeable	00 0000	00 0000	NWCF - Fuel (petroleum products)

tbl2_26b

NOTE: The fund code that the system assigns to a requisition for an increase in allowance of a 7R Cog stock item depends on the NRQty. If its quantity indicates a COSAL increase, the fund code on the requisition must be VO. If the quantity indicates an AVCAL increase, the fund code on the requisition must be QZ.

NOTE: The system uses the values in the Regular Stock and NRQty>0 columns of the Cog to Stock Fund Code Table in automated-reorder processing, in generating prepost requisitions, and in all expenditure programs that initiate immediate stock replenishment. The NRQty fund code will always take precedence. If there is an NRQty value, the system will use VO or QZ as the fund code for 7_ Cog items, if appropriate, regardless of the method used to generate the requisition.

NOTE: The system uses the value in the Regular Stock Column of the Cog to Stock Fund Code Table in processing OSO transfers to SAC-207 ships and in the offload of material to shore stock programs as well as in requisitioning programs.

NOTE: The system will assess the fund codes within the Cog to DTO Fund Code Table in MRI and initiate-requisitions processing. This only applies to supported customers: ship departments, AIMD, OMA, MATC, EAF, and squadrons. The system will assess these fund codes *after those in the FSC to Fund Code Table for S and E Other DTO* requisitions and material requests. If there is no fund-code entry for the FSC on the material request, the system will use the Cog as the basis for assigning fund codes.

NOTE: Another ramification of altering the fund code and OPTAR controls is as follows: The full *spread* of appropriation data is still necessary on a BOR and there is a need for linking the appropriation spread and the fund codes on a BOR to the spread. The legacy SUADPS system used an appropriation indicator in the Appropriations Table and on each of the associated fund codes of the Fund Code Table. *This is no longer necessary. The appropriation spread on the Appropriations Table links to associated fund codes in the Cog table by column title (FltOps, S and E, AOM, and others) instead of by appropriation indicator. This is now the fund type in the Appropriation Table.*

Fund Codes (Con't)

Fund Code	Service Code	Appn Ind	Budget	Date Range From	Date Range To	Fund Code Description
V7	V		Non-chargeable	00 0000	00 0000	New construction
VO	R		Non-chargeable	00 0000	00 0000	NAVSEA
VO	V		Non-chargeable	00 0000	00 0000	NAVSEA
VZ	R		Non-chargeable	00 0000	00 0000	NWCF - AVDLR
VZ	V		Non-chargeable	00 0000	00 0000	NWCF - AVDLR
XP	V		Non-chargeable	00 0000	00 0000	Cash sales
XP	A		Non-chargeable	02 APR 1998	00 0000	Cash sales
XP	B		Non-chargeable	02 APR 1998	00 0000	Cash sales
XP	C		Non-chargeable	02 APR 1998	00 0000	Cash sales
XP	D		Non-chargeable	02 APR 1998	00 0000	Cash sales
XP	E		Non-chargeable	02 APR 1998	00 0000	Cash sales
XP	F		Non-chargeable	02 APR 1998	00 0000	Cash sales
XP	M		Non-chargeable	02 APR 1998	00 0000	Cash sales
XP	N		Non-chargeable	02 APR 1998	00 0000	Cash sales
XP	S		Non-chargeable	02 APR 1998	00 0000	Cash sales
XP	W		Non-chargeable	02 APR 1998	00 0000	Cash sales
XP	Z		Non-chargeable	02 APR 1998	00 0000	Cash sales
XP	R		Non-chargeable	02 APR 1998	02 APR 2001	Cash sales
Y6	R		Non-chargeable	00 0000	00 0000	APA material
Y6	V		Non-chargeable	00 0000	00 0000	APA material

e. Business Rules. The following are the business rules that apply to this process in the current environment:

(1) All stock requisitions (internal record and external requisition) will have one of the following types of fund codes: ***NWCF***, ***APN-6*** (QZ) for AVCAL allowance increases, ***NAVSEA TOB*** (VA) for COSAL increases, and ***APA*** with purpose fund codeof w (26).

(2) All direct turnover (DTO) requisitions (both internal an external) will have an ***end-use*** or ***Y6*** fund code depending on your authorized fund type and the FSC or Cog of the item you requested.

(3) The Cog Validation Table will accommodate all end-use fund codes that are in use afloat in addition to those already in the Cog to Fund Code Table.

(4) The system automatically assigns fund codes to DTO requisitions for your own activity at the initial point of entry to RSupply This may be in either ***MRI*** or ***initiate-requisition*** processing.

(5) The system will relate your user access to a FLTOPS, AOM, IMRL, reimbursable, EMRM, or ROV requirement. Based on this, the fund type that your access authorizes, and the Cog of the item you requested, RSupply will assign a requirement fund code from the Cog to Fund Code Validation Table.

(6) The system will use data in the Cog to Stock Fund Code Table in ***automatic reorder***, ***initiate-requisitions***, ***pre-post***, and ***expenditure*** processing that generate immediate stock replacement. The NrQty fund code always takes precedence when applicable, regardless of the method you used to generate the requisition.

(7) The system uses data in the Cog to Stock Fund Code Table to process OSO transfers to NWCF activities and offloads to shore stock programs.

(8) The system accesses data in the Cog to DTO Fund Code Table for ***MRI*** and ***initiate-requisitions*** processing (applies only to supported customers).

(9) The system validates fund codes assigned to money-value-only requisitions based on the fund type to which your logon authority and the fund code you entered for that OFC's Cog 99 to the Cog to Fund Code Validation Table.

(10)Ensure the proper appropriation is on file before you obligate any funds.

(11)The service designator, fund code, and fiscal year will identify the specific appropriation. N, R, and V are the only valid appropriation service designators.

(12)You can incur obligations only for the current specified fiscal year of an appropriation. However, you can liquidate or make payments for three fiscal years after the initial year of obligation.

(13)Assigned fund codes must relate to the appropriation.

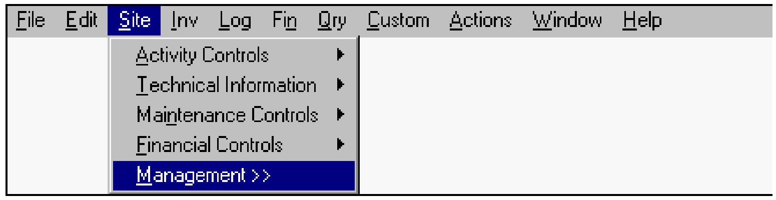
(14)Never enter an appropriation before the effective date.

(15)Maintain an appropriation for each active fiscal year.

(16)Delete all appropriations that are no longer valid.

(17)Ensure you have the ability to print an appropriation report.

F. MANAGEMENT OPTION



site063.bmp

1. **General.** The Management Submenu allows you to access only one option: Site Internal. This option in turn allows you to access the following options:

   a. **Batch Job Scheduling Option.** Each batch process has a master record that contains pertinent information that NTCSS requires to process the job. The system extracts some of the information appearing on this screen from the control-parameter entry for the applicable batch job. The remainder is specific to the batch run.

   b. **NALCOMIS Drawdown Option.** This option allows you to draw down specific records in order to reconcile NALCOMIS and RSupply information.

site064.bmp

2. **Batch Job Scheduling Option.** This option allows you to search for specific batch jobs and to review and update the master record for each applicable RSupply batch process.

   a. **To Access the Batch Job Scheduling Option.** The step-by-step procedures for this process are as follows:

      (1) **Step 1.** On the Relational Supply Main Menu Screen, select the Site Option.

      (2) **Step 2.** On the Site Submenu, select the Management Option.

      (3) **Step 3.** On the Management Submenu, select the Site Internal Option.

      (4) **Step 4.** On the Site Internal Submenu, select the Batch Job Scheduling Option.

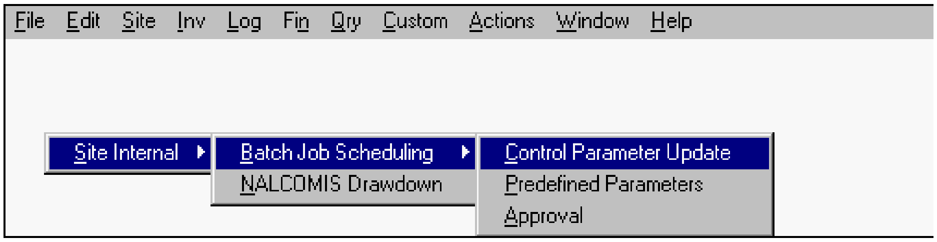
NOTE: Batch processes that monitor requisitions altered in RSupply include the following processes;

- **Material obligation validation (DI 056),**
- **Excess due cancellation (DI 045),**
- **Requisition follow-up (DI 072),**
- **Group cancellation request (DI 093),**
- **Delayed receipt report (DI 094).**

NOTE: Changes to procedures for processing requisition status (DI AE_, AS_, AU_, AB_, or AN_) are as follows:

- **Upon posting cancellation status to any requisition, the system will copy it to the Stock Control Review Listing (legacy functionality).**

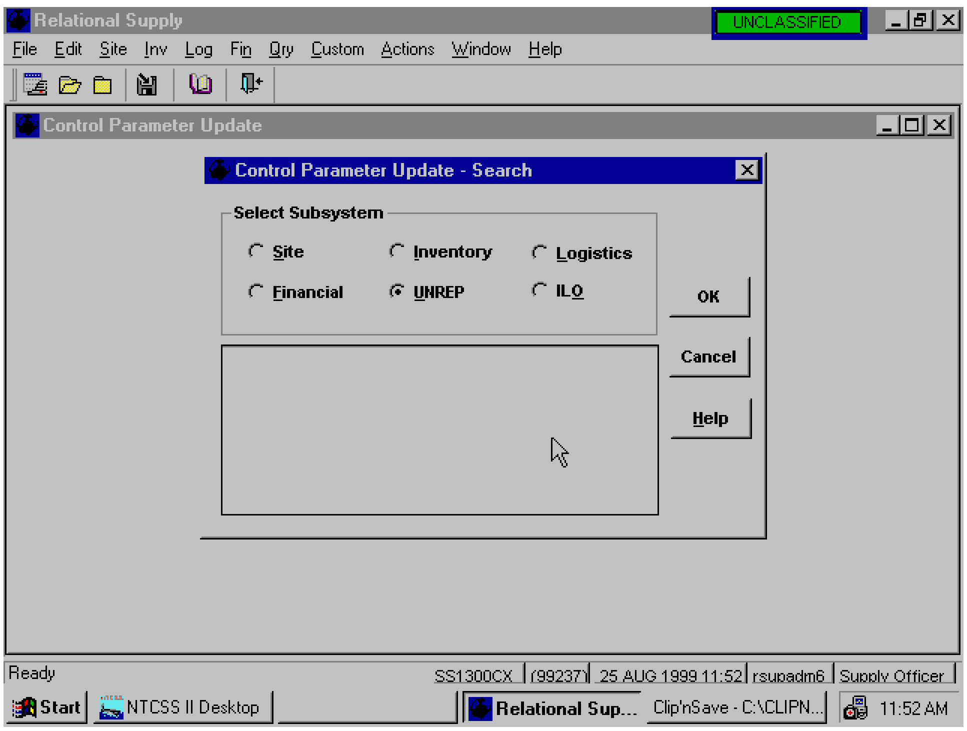
(continued on following page)



site066.bmp

b. To Update Control Parameters. The step-by-step procedures for this process are as follows:

(1) Step 1. On the Batch Job Scheduling Submenu, select the Control Parameters Update Option.



siteb082.pcx

(2) Step 2. On the Control Parameters Update – Search Screen, select one of the following options and then select the OK Option to continue:

(a) Site. This option allows you to view the batch jobs that apply to site processing.

(b) Inventory. This option allows you to view the batch jobs that apply to inventory processing.

(c) Logistics. This option allows you to view the batch jobs that apply to logistics processing.

- If the canceled requisition was for stock (0001 - 1999 serial) and has an MCC of E, G, H, Q, or X (DLR material), RSupply will calculate the deficiencies and generate as many stock replenishment requisitions, with a quantity of 1 each, as are necessary to satisfy the RO.
- The system will derive the project code for the first (if more than one) requisition from the Requisition/Offload Value Table (Replen. 7_Cog Canc. A0_ entry - 7E0).
- The system writes replenishment requisitions, that processing of batch cancellation status generate, to the Release Requisition and Status and Requisitions Screen.

NOTE: The batch jobs that appear on the screen are those that are currently on file and require specific parameters to process.

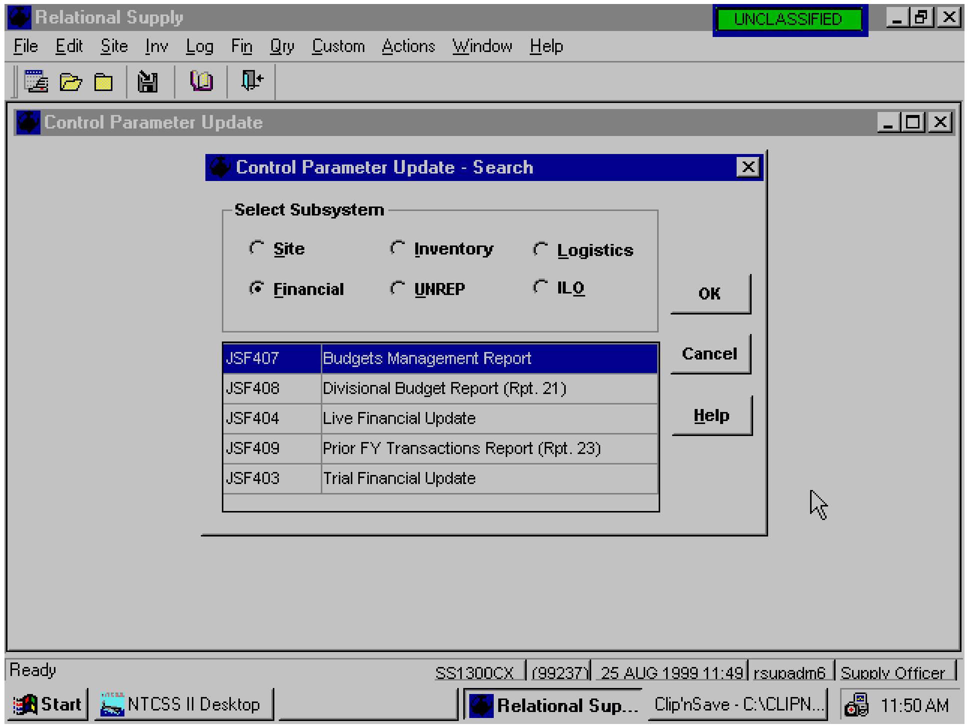
NOTE: Changes to incoming-status processing (Material Receipt Acknowledgment [MRA]) are as follows:

- The afloat unit will receive and interactively post (or batch process) the DI DRF transaction, which is a follow-up for a delinquent MRA. Based on afloat requisition records, automation will create a corresponding DI DRB transaction with one of two discrepancy indicator codes (DIC) or a corresponding DI DRA transaction immediately after posting the DRF.

(continued on following page)

- If there is a matching document number in the active requisition table, post the DI DRF transaction as status. If there is *no* matching document number, print the DI DRF transaction on a Stock Control Review Information Listing.
- The system will generate a DI DRA or DRB transaction and assign a discrepancy indicator code (DIC) to the DI DRB transaction:
  - ➢ If the requisition has a DI X71 or X72 transaction posted with a quantity equal to or greater than the quantity of the DI DRF transaction. The DI DRA transaction will report the quantity from the DI X71 or X72 transaction in cc 25-29 and the date of material receipt in cc60-62, but without a discrepancy indicator code.
  - ➢ If the requisition has a DI X71 transaction posted with a correlating loss-in-shipment for a partial portion or the total quantity of the DI DRF transaction. The DI DRB transaction will report the LIS quantity in cc 25-29 and the preparation date in cc 60-62 with a DIC or F in cc 63.
  - ➢ If the requisition has no DI X71 transaction posted for all or part of the DRF quantity, the DI DRB transaction will report the quantity not received in cc 25-29 and the preparation date in cc 60-62 with a DIC of F in cc 63.

(continued on following page)



siteb068.pcx

(d) Financial. This option allows you to view the batch jobs that apply to financial processing.

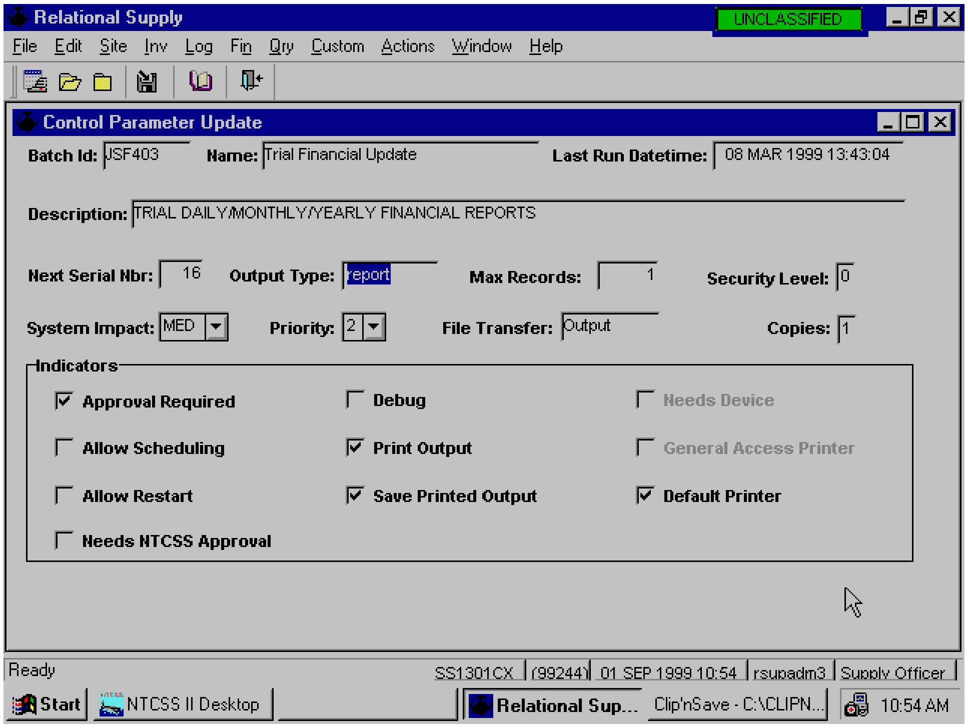
(e) UNREP. This option allows you to view the batch jobs that apply to underway replenishment.

(f) ILO. This option allows you to view the batch jobs that apply to ILO processing.

(3) Step 3. Highlight the batch job that you wish to process from the list on the screen and then select the OK Option to continue.

(4) Step 4. On the Control Parameters Update Screen, review and revise data in the following data blocks if necessary:

(a) Next serial number,
(b) Output type,
(c) Security level,
(d) System impact,
(e) Priority,
(f) File transfer,
(g) Copies.



siteb903.pcx

(5) Step 5. Select any of the following processing variables from the Indicators Group Box:

(a) Approval Required. This option allows the system to notify NTCSS that this batch run requires approval by the Application Administrator.

(b) Allow Scheduling. This option allows you to automatically schedule a batch job. This applies to jobs that you process at specific intervals (such as change notice).

(c) Allow Restart. This option allows NTCSS to restart the process if a job aborts during the initial run.

(d) Needs NTCSS Approval. This option allows the system to notify NTCSS that this batch run requires approval by the System Administrator.

(e) Debug. This option allows the system to notify NTCSS that this batch run has the purpose of finding programming errors.

(f) Print Output. This option allows the system to notify NTCSS that you expect a report or listing.

(g) Save Printed Output. This option allows the system to notify NTCSS that it needs to save the report or listing for future use.

- ➢ **If the DI DRF transaction posted to the Stock Control Review Listing because there is no matching requisition afloat, the DI DRB transaction will report the quantity from the DI DRF transaction in cc 25-29 and the preparation date in cc 60-62 with a DIC of F in cc 63.**
- ➢ **If the DI DRF transaction posted to the Stock Control Review Listing because there is no matching requisition afloat, the DI DRB transaction will report the quantity from the DI DRF transaction in cc 25-29 and the preparation date in cc 60-62 with a DIC of B in cc 63.**
- ➢ **If the DI DRF transaction posted to a DI A0_ transaction that is still outstanding, generate a DI DRB transaction with a DIC of F and the entire quantity of the DI A0_ transaction in cc 25-29.**

- **The system instantly replicates each DI DRA and DRB transaction and writes them to the To DAAS File on the NTCSS server.**

(h) **Needs Device.** This option allows the system to notify NTCSS that this batch run requires external input (ASI tape, change notice tape, and others).

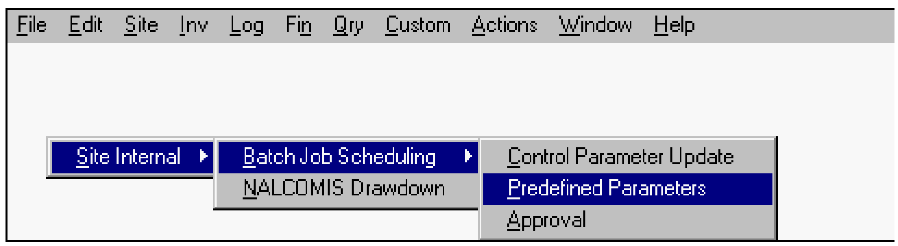
(i) **General Access Printer.** This option allows the system to determine printer routing for a report or listing,

(j) **Default Printer.** This option allows the system to determine printer routing for a report or listing.

(5) **Step 5.** After you select the appropriate indicators above, select the OK Option to continue.

(6) **Step 6.** Select the Apply Option from the Icon Menu Bar to finalize this process.

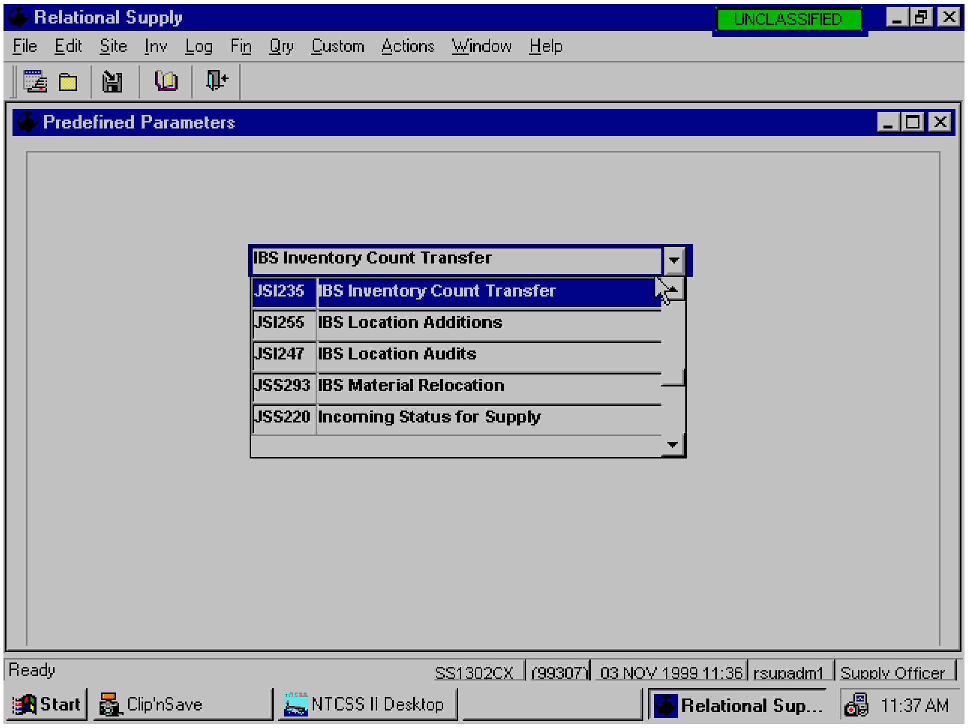
(7) **Step 7.** Select the Close Screen Option to exit from this process.



site067.bmp

c. **To Schedule a Batch Job Using Predefined Parameters.** This option allows you to schedule a batch job that does not require input parameters. Each job that you schedule from this screen has a standard set of input criteria with a consistent report, listing, or update. The step-by-step procedures for this process are as follows:

(1) **Step 1.** On the Batch Job Scheduling Submenu, select the Predefined Parameters Option.



site702.pcx

NOTE: These indicators determine the internal requirements that you must meet both before and after the batch process.

(2) Step 2. Select one of the following options from the list that appears on the Predefined Parameters Screen:

(a) Activate CTL, Activate DD1348 Document Due, or Allowance Parts Lists;

(b) Allowance/Stock Build, Alternate NIIN Processing, or Annual Price Change;

(c) Automated Shore Interface (ASI), Change Notice, or De-activate CTL;

(d) De-activate DD1348 Document Queue, Demand (Incoming,), or Excessive Locations;

(e) FILL Processing, FILTAP, or Hazardous Material;

(f) Incoming Status for Supply, Interface Issues, or MSDS Requirements;

(g) PMS Material, Part Number Cross References, or Print Validation Tables;

(h) Receipts, Repairable Item Codes, or SAMS Requirements;

(i) SPKg Updates, Stock Control Review, or Stock Requirements;

(j) Supply Effectiveness or TARSLL Processing.

(3) Step 3. Select the Apply Option from the Icon Menu Bar to finalize this process.

NOTE: Pre-defined parameter's job number is configured as follows:

First position *J* = Job

Second Position *S* = Supply/ RSupply

Third Position
F = Financial
I = Inventory
S = Site
L = Logistics

Next 3 Nos. = predetermined sequential number.

(4) **Step 4.** Select the OK Option on the Batch Request Confirmation Screen to continue.

(5) **Step 5.** Select the Close Screen Option to exit from this process.

(6) **Predefined Parameters Table.** The following is a list of the data that appears in this table:

Predefined Parameters

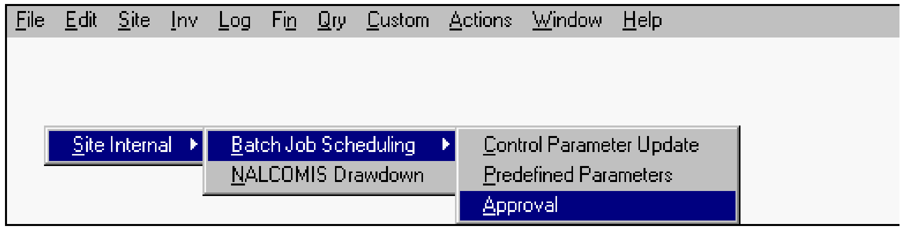
Job Number	Description	Subsystem
JSF403	Trial financial update	Financial
JSF404	Live financial update	Financial
JSI200	Inventory scheduling	Inventory
JSI202	Cancel inventories	Inventory
JSI203	Cancel excess stock dues	Inventory
JSI205	Level setting	Inventory
JSI208	Reorder	Inventory
JSI209	Regular and DRMO offloads	Inventory
JSI211	Force inventory frawdowns	Inventory
JSI214	Material relocations	Inventory
JSI215	Master stock status	Inventory
JSI216	Stock status locator listing	Inventory
JSI220	COSAL percentage/analysis	Inventory
JSI221	Gains/losses	Inventory
JSL301	Requisition modifiers	Inventory
JSL302	Requisition follow-ups	Inventory
JSL306	Expenditure log	Inventory
JSL310	Material obligation validation	Inventory
JSL311	Requisition listing	Inventory
JSL314	Issues listing	Inventory
JSL319	Release reqns and status	Inventory
JSI229	Total offloads	Inventory
JSI230	Print offloads documents	Inventory
JSI231	Release/cancel offloads	Inventory
JSI232	QA random location	Inventory
JSI204	Stock item maintenance	Inventory
JSI225	Material transfer offloads	Inventory
JSI224	QA percent of NIINs	Inventory
JSI217	SAMMA-SAL	Inventory
JSI223	SEAMART PEB review	Inventory
JSI201	SEAMART PEB catalog	Inventory
JSS105	Activate CTL	Site
JSS110	Activate DD 1348 document que	Site
JSS120	Allowance parts lists	Site
JSS115	Allowance/stock build	Site
JSS125	Alternate NIIN processing	Site
JSS130	Annual price change	Site
JSS135	Automated shore interface (ASI)	Site

tbl2_27a

Predefined Parameters (Con't)

Job Number	Description	Subsystem
JSS140	Change notice	Site
JSS145	Deactivate CTL	Site
JSS150	Deactivate DD 1348 document que	Site
JSS155	Demand (incoming)	Site
JSS160	Excessive locations	Site
JSS165	FILL processing	Site
JSS170	FILTAP	Site
JSS175	Hazardous material	Site
JSS220	Incoming status for supply	Site
JSS180	Interface issues	Site
JSS185	MSDS requirements	Site
JSS245	NALCOMIS stock/DTO drawdown	Site
JSS190	Part nbr cross references	Site
JSS195	PMS material	Site
JSS200	Print validation tables	Site
JSS205	Receipts	Site
JSS210	Repairable item codes	Site
JSS215	SAMS requirements	Site
JSS225	Stock control review	Site
JSS230	Stock requisitions	Site
JSS235	Supply effectiveness	Site
JSS240	TARSLL processing	Site
JSL305	Outstanding DTO with on-hand quantity	Log
JSU300	STARS/MFCS file transfer	Log
JSL303	Group cancellation	Log
JSF407	Budgets management report	Log
JSI212	Location audits	Inventory
JSI236	SPkg maintenance	Inventory
JSI237	SPkg delete locs/qtys	Inventory
JSI238	SPkg select requirements	Inventory
JSI239	SPkg review/release	Inventory
JSI240	SPkg local returns	Inventory
JSI241	SPkg listing	Inventory
JSI235	IBS inventory count transfer	Inventory
JSL312	IBS receipt transfer	Log
JSI222	Pending stocksurveys	Inventory
JSS192	SPkg updates	Site
JSL325	Suspense listing	Log
JSI242	SPkg current status/EMV listing	Inventory
JSF408	Divisional budget report (Rprt 21)	Financial
JSI244	Print SPkg documents	Inventory
JSS131	Management data element reconcil	Site
JSF409	Prior FY transactions report (Rprt 23)	Financial
JSI245	SPkg return receipt	Inventory
JSI207	Demand extraction	Inventory
JSL323	Delayed receipt listing	Log
JSI246	IBS print barcode documents	Inventory
JSL322	Master stock status and locator listing	Log
JSI243	Inventory scheduling - IBS	Inventory
JSS181	Activate NALCOMIS outgoing	Site
JSS182	Deactivate NALCOMIS outgoing	Site

tbl2_27b



site069.bmp

d. **To Change the Current Run Status.** The step-by-step procedures for this process are as follows:

(1) **Step 1.** On the Batch Job Scheduling Submenu, select the Approval Option.

(a) **Status Codes.** These are as follows;

[1] **Abort.** This code indicates that the job came to an unsuccessful end during NTCSS batch processing.

[2] **Blank.** This code indicates that the record is awaiting approval; before the system can release the job to NTCSS.

[3] **C.** This code indicates completion. NTCSS will set this value at the end of the batch process.

[4] **E.** This code indicates that the extract process is complete. NTCSS sets this value at the conclusion of copying information from an external source. It has not processed this information to RSupply.

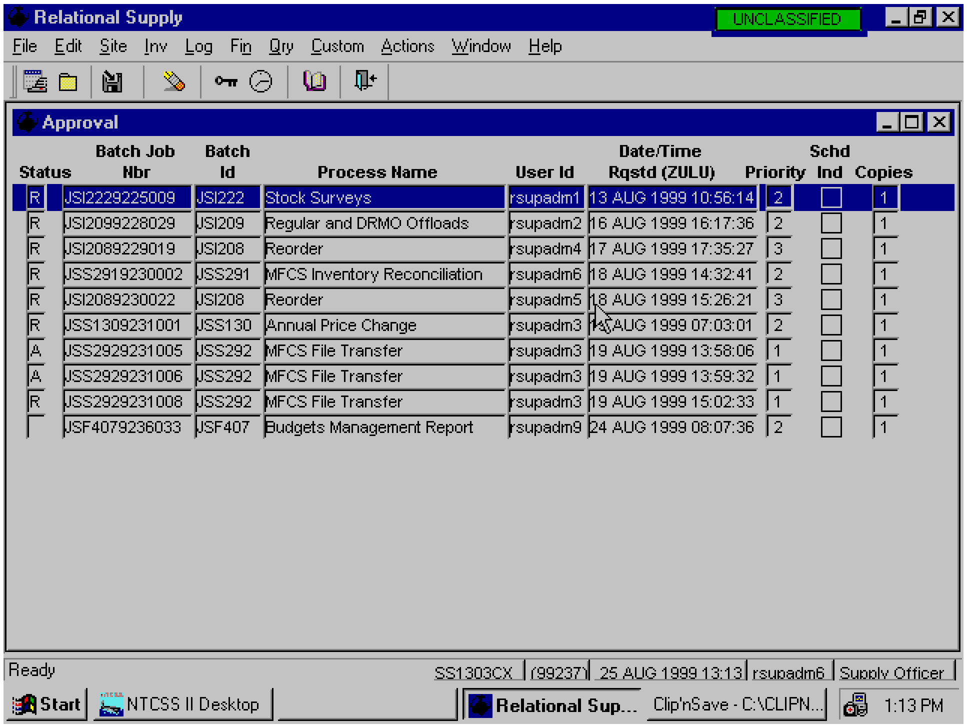
[5] **H.** This code indicates the record is on hold. Set this value to save a job for processing at a later time.

[6] **R.** This code indicates release of the record to NTCSS. Set this value to notify NTCSS that the job is ready for processing.

[7] **T.** This code indicates that the process is terminated. NTCSS has *killed* the job.

[8] **U.** This code indicates update phase is completed.

(b) **Schedule Indicator.** When this data field appears enabled, the Allow Scheduling Data Field is set on the Control Parameter Screen. A check mark in this data field indicates that someone scheduled the batch job from the application. The entry for a batch job will remain on the Approval Screen after completion. At a certain point, the system will process another job using the same parameters.



siteb084.pcx

(2) Step 2. Highlight the record that you want to change from the list that appears on the Approval Screen.

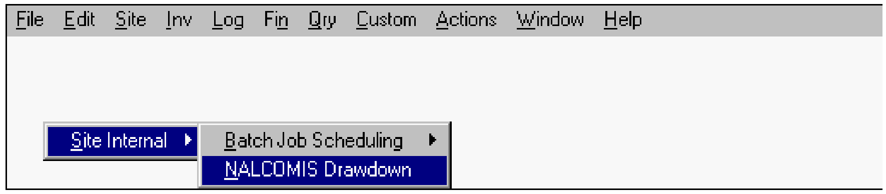
(a) To Delete a Record. Select the Delete Option from the Icon Menu Bar. Then, select the Yes Option from the dialog box that appears to confirm the deletion.

(b) To Prevent Future Scheduling. Select the Control Parameter Option from the Icon Menu Bar and remove the check mark from the Allow Scheduling Data Box. Select the Close Option to return to Approval Screen.

(c) To Alter the Run Schedule. Select the Scheduler Option from the Icon Menu Bar and enter your changes. Select the Close Option to return to the Approval Screen.

(3) Step 3. Select the Apply Option from the Icon Menu Bar to finalize this process.

(4) Step 4. Select the Close Screen Option to exit from this process.



site073.pcx

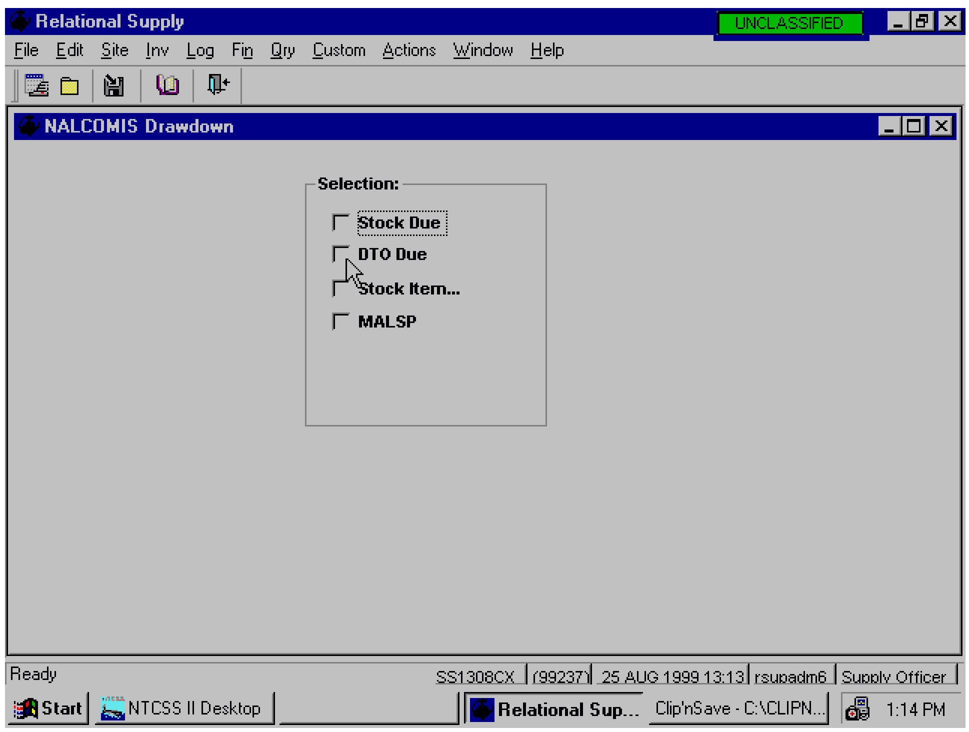
3. **NALCOMIS Drawdown Option.** This option allows you to draw down specific records. The step-by-step procedures for this process are as follows:

   a. **Step 1.** On the Relational Supply Main Menu Screen, select the Site Option.

   b. **Step 2.** On the Site Submenu, select the Management Option.

   c. **Step 3.** On the Management Submenu, select the Site Internal Option.

   d. **Step 4.** On the Site Internal Submenu, select the NALCOMIS Drawdown Option.

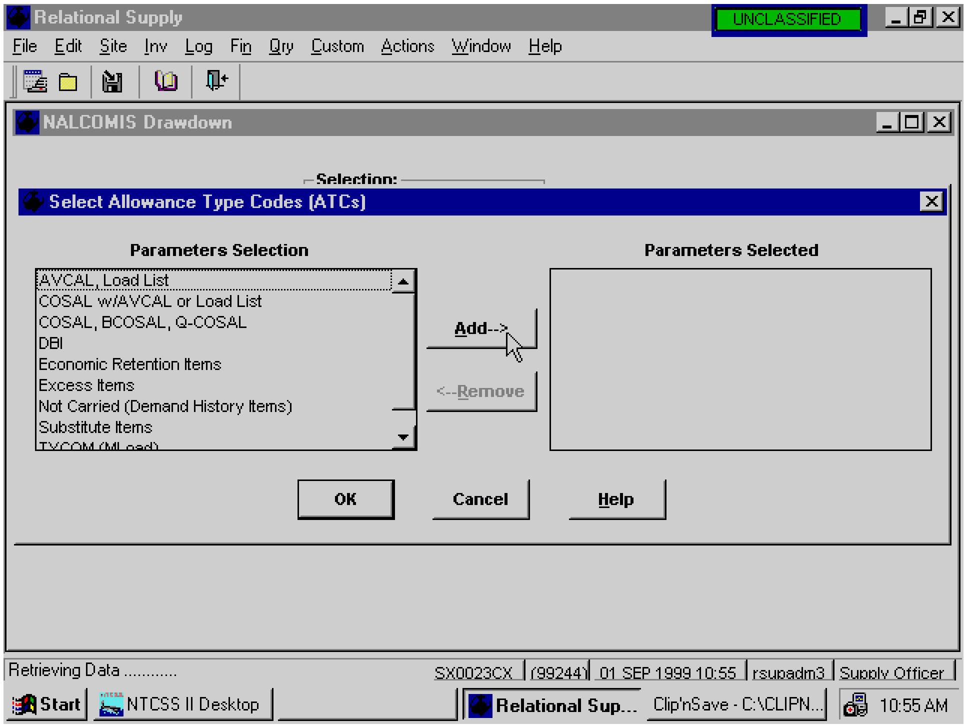


siteb085.pcx

   e. **Step 5**. On the NALCOMIS Drawdown Screen, select one of the following options;

      (1) Stock Due. This option allows you to select to draw down the records of material that has stock due.

      (2) DTO Due. This option allows you to select to draw down the records of material that has DTO due.



siteb904.pcx

(3) Stock Item. This option allows you to select to draw down the records of all material in stock. When you select this option, the Select Allowance Type Codes Screen appears. This screen allows you to add or remove parameters to your selection. This option also enables the Date Range Option, so that you can accomplish the following actions:

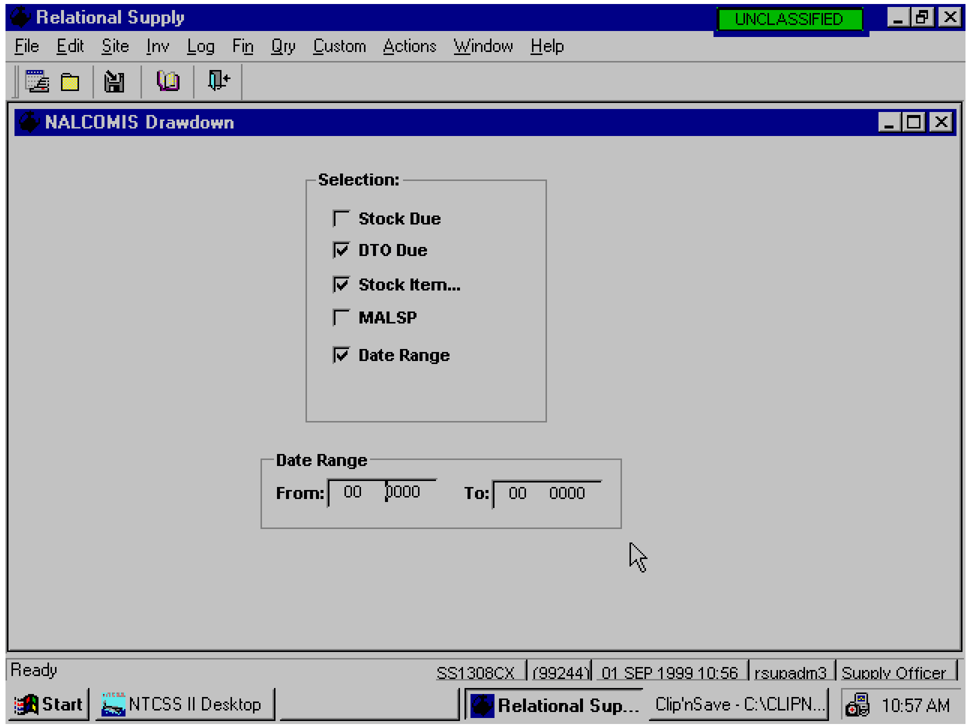
(a) Select the appropriate items and then the Add Option,

(b) Select the OK Option,

(c) Select the Apply Option from the Icon Menu Bar to schedule the job,

(d) Approve and then release the job.

(4) MALSP. This option allows you to select to draw down the records of MALSP material.



siteb905.pcx

(5) **Date Range.** This option allows you to enter a range of dates from which to select records. When you select this option the Date Range Data Box will appear for you to enter the date you wish to use for this process.

f. **Step 6.** Select the Apply Option from the Icon Menu Bar to finalize this process. The system will forward the report request for batch processing. You will have to approve the request under site processing.

g. **Step 7.** Select the OK Option on the Batch Request Confirmation Screen to clear the screen.